

**Research Project on GIS Mapping of various activities such as EMRS, ASHRAM SCHOOLS, HOSTELS, location of ITDAs, Micro Projects, MADA Pockets, Forest Covers, Mineral deposits, TSP Areas, Location of Tribal Migration pockets (Layering various components/activities in TSP Areas for better appreciation of existing gaps in TSP Areas of the State)**

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## **TENDER NOTICE**

Scheduled Castes & Scheduled Tribes Research and Training Institute, Govt. of Odisha invites sealed tender from competent agencies having prior experience in administrative infrastructure mapping and development of Web based GIS application. Interested agencies may obtain the Tender application Form from the office of Scheduled Castes & Scheduled Tribes Research and Training Institute, CRP Square, Near CRP Fire Station Road, Unit - VIII, Bhubaneswar, Odisha 751012, on payment of application fee of Rs.1,000/- (Rupees One thousand only) in shape of bank draft in favor of Director, Scheduled Castes & Scheduled Tribes Research and Training Institute payable at Bhubaneswar and submit their tenders along with the supporting documents in the prescribed format to the undersigned as per the dates mentioned in the Tender Document.

**Sd/-**

Director & Special Secretary to Govt.  
Scheduled Caste & Scheduled Tribe Research  
& Training Institute, Bhubaneswar

## **Bid Data Sheet**

Date of publication request for proposal	04.10.2018
Bid validity period	90 days from the date of opening of Price -bid
Last Date & Time of submission of bid	22.10.2018
Date & Time of opening of the Technical bids	25.10.2018
Date & Time of Technical presentation	26.10.2018
Date & Time of opening of the price bids	27.10.2018
Address for submission of the bid documents	Scheduled Castes & Sch. Tribes Research & Training Institute, CRP Square, Bhubaneswar-3 Odisha

# 1. Introduction

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## 1.1 Background

The state of Odisha has high concentration of Scheduled Tribe & Scheduled Caste population. The state Govt. has implemented a number of welfare & development programs for socio-economic development of Scheduled Tribe & Scheduled Caste population. The state Govt. in the “Scheduled Tribe/ Scheduled Caste development, Minorities and Other backward Class Department” has adopted Tribal Sub Plan (TSP) Block approach to facilitate integrated development of the areas with higher Scheduled Tribe & Scheduled Caste population through implementation of developmental programs and schemes. It has been decided to develop and implement a Web based Geographical Information System (GIS) to monitor, report & evaluate the implementation of such programs and schemes on continuous basis to for better management of the development programs and aiming at benefit of the Schedules Caste & Scheduled Tribe Population.

## 1.2 Objective

The proposed system is envisaged to achieve the following objectives

- i) Data collection from the Districts for all TSP Blocks in Odisha
- ii) Development of Comprehensive GIS database for Scheduled Tribe & Scheduled Caste related development interventions and infrastructures for all Tribal Sub Plan (TSP) Blocks in Odisha
- iii) Development of Web GIS based Application Software to cater to the GIS and MIS information needs, Query and Reporting to support in management, monitoring, planning & decision support (DSS) System
- iv) Development of Soft Atlas for all TSP Blocks in Odisha

## 2. Scope of Work

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### a) System Study & Analysis:

The selected bidder shall conduct a thorough System Study to understand the Information Requirement at all work flow levels. The bidder shall provide detailed plan of the system study comprising of Approach for System Study involving appropriate methodology, questionnaires, data formats to facilitate fruitful capture of the necessary system requirements. The bidder shall submit a detailed requirement specification document for the purpose with all necessary inputs for approval of the designated committee.

### b) System Design

The selected bidder shall prepare detailed design and prototype of the proposed system for demonstration before the committee members. The System design shall include system architecture, description of the technical details such as the database design, application design, security aspects, storage aspects, modules, reports, maps, security provisions etc.

### c) GIS database Design

The selected bidder shall prepare detailed design specification for development of the Geodatabase. The design shall be well documented in a data model specifying the spatial feature, non-spatial data attributes and the and prototype of the proposed system for demonstration before the committee members. The geodatabase design must be compliant with the system architecture, application design, data security/integrity aspects, storage aspects, modules, reports, maps, security provisions etc.

### d) Web GIS application software Design

Application Design shall define the application Subsystems, Modules and Functions to be incorporated into the proposed Web based GIS in TSP areas of Odisha. The application design shall also represent the Module Relationships, Module Inter Dependency and definition of input/output/in-out parameters for each of the application modules/ functions. The Application Design shall involve detailed design specifications on User Interface to facilitate design/ development of easy-to-use application interface with contextual support mechanism to carryout hassle-free user experience and system operations. The Application Software Design specifications shall be presented before the committee for appreciations on the application structure and design parameters.

e) System Security Design

**Restrict Unauthorized Access to Database and Application:** The system shall facilitate implementation of User Authentication & Authorization through use of User Role (bundle of System Privileges) & User-id/Password based access method to facilitate access the Application components. Indicative security measures are indicated as follows. Bidders shall propose detailed security measures in their proposal.

- a. **Data Backup:** The System shall facilitate appropriate Data backup procedures as in-built application function to facilitate backup of data to the external storage device and restoration with minimum downtime. The backup program shall be designed to facilitate Automatic Backup as well as on Demand backup to be invoked by the system administrator.
- b. **Confidentiality of data/ information with appropriate security model:** The System shall facilitate data security through implementation of Database level Authentication, Data Encryption/ Decryption hashing techniques so as to prevent unauthorized access and stealing of data from the system. The data communication between the server and the client computer system shall be protected through implementation of the Secured Socket Layer (SSL).
- c. **Implementation of Security Policy with appropriate Guidelines:** The system shall be designed to implement “System Enforced Security Policies” in line with the system objectives to prevent security lapses to the system and the data.

f) System Acceptance Criteria

The bidder shall submit Acceptance Criteria (UAC) document before application development to ensure that the developed system functions as per the specifications/ criteria mentioned in the UAC document.

g) Data Collection

Data related to the Tribal Sub Plan Blocks, available Infrastructure (Healthcare, Education, AWC etc.) & interventions shall be collected by the selected bidder from different sources such as of office of the Schedules Caste & Scheduled Tribe Research & Training Institute and respective districts/ block offices with active support from the Schedules Caste & Scheduled Tribe Research & Training Institute. Bidder shall scrutinize and validate the data to ensure data sanctity. Bidder shall codify each data element. The codification methodology shall be implemented after due consultation with the client.

h) Development of Geodatabase

Bidder shall develop the Geo-database as per the approved data model developed in the Design phase. The bidder shall be responsible for input/ migration, implementation of data security, database performance optimization etc. The bidder shall propose their own methodology and structure for the database.

i) Development of Web based GIS Application

Bidders shall propose the Application Software development process to ensure error-free and robust application development as per the approved requirement specifications. The bidder shall explicitly define the application methodology, software development life cycle, application features & functionalities, change management to ensure development of most appropriate software solution.

j) Development of Mobile Application

The Bidders shall provide details of the mobile application platform and most relevant application feature & functionality aligned with the proposed solution.

k) Testing of the Geodatabase & Web based GIS Application

The Bidders shall provide detail methodology for testing of the Web GIS application including the system testing and user acceptance testing, to ensure completeness & correctness and alignment with the user requirements/ requirement specifications. The indicative testing procedure must include unit testing, integration testing, performance testing and security testing.

l) Deployment and Go-live of the Web based GIS Application

The bidder shall be responsible for deployment of the developed system including Configuration of the Hardware Infrastructure, Configuration of the Platform Software (Operating System, RDBMS, GIS etc.), Configuration of the Geo-database on the RDBMS Platform Software, Initialization & Tuning of the Geo-database. The bidder shall describe detailed approach & methodology for deployment and go-live of the system.

m) Deliverable

The Bidder shall be responsible for generation of submission of the following deliverables

- System Requirement Specification & Design Specification Document
- User Acceptance Criteria Document



- Application Software of Web based GIS in TSP Areas of Odisha (Infrastructure & Other Interventions)
- Geodatabase for this GIS application
- User Acceptance Test Report
- User Manual
- Operation Handbook
- Training Material
- Web hosting, Warranty & Maintenance of the System for a period of 12 months from the date of Go-live

n) User Training

The bidder shall conduct training program for select officials including provision of the training materials. The bidder shall propose the detailed approach & methodology for execution of training program.

o) Warranty & Maintenance

The Bidder shall provide warranty & free of cost maintenance of the Developed System for a period of 12 months from the date of deployment of the system. The maintenance shall include rectification of bugs, if any, periodic update of the database, assistance to the designated officials as and when required, incorporation of minor change request within ambit of scope of work.

p) Timeline:

Time is the essence of this assignment. Bidder must complete the assignment in all respect within 6 months from the date of issue of the work order. The Bidder shall propose the detailed breakup of the timeline in their proposal.

q) Terms of Payment:

- 10% on submission of system requirement specification with user acceptance criteria
- 30% on submission of TSP Area Geo-database for the TSP Blocks
- 40% on hosting and commissioning of the WebGIS Application
- 20% on completion of User Training

r) Annual Maintenance after Warranty Period

The selected bidder will provide annual support & maintenance including hosting and maintenance of the Web based GIS beyond the 1 (one) year warranty period. This is extendable subject to mutual agreement of terms between office of the Scheduled Caste and Scheduled Tribe Training & Research Institute, Bhubaneswar, Odisha and the selected bidder.

**N.B: The information on data/ attributes etc. provided above are only indicative in nature, to give an idea of the type of information to be reflected in GIS. However, the bidders are required to elaborate details in their proposal.**

### 3. Eligibility Criteria

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The bidders must meet the following eligibility criteria for evaluation of their bids. Bids not meeting the following eligibility criteria shall not be considered for further evaluation and shall be rejected.

- a. This RFP is open to local IT enterprises only, as per Odisha IT Policy 2014 (clause 5.5.2). Bidder will submit address of its registered office in Odisha, and having more than 50% of its executive employees as domiciles of Odisha as a proof of being a local enterprise in Odisha as per provisions of Odisha IT Policy 2014 (clause 6.19). Copies of organization's registration/ incorporation document, DIC registration (if available) along with a declaration (**Form 3**) on total no of executive employees and number of employees of Odisha domicile, by Head of the Organisation (CEO/MD/ Partner) participating in the bid is to be submitted as supporting.
- b. Bidder shall submit copy of the money receipt in support of deposit of cost of RFP amounting Rs.1,000/- (Rupees one thousand only) at the time of purchase of RFP document or submit RFP fee of Rs.1,000/- (Rupees one thousand only) in shape of Bank Demand Draft drawn in favour of "**Director, Scheduled Castes & Scheduled Tribes Research and Training Institute**" payable at Bhubaneswar, in case the RFP has been downloaded from the internet.
- c. Bidder shall submit EMD as 1% of the quoted amount in their price bid, in shape of Bank Demand Draft drawn in favour of "**Director, Scheduled Castes & Scheduled Tribes Research and Training Institute**" payable at Bhubaneswar
- d. The bidder should be in the field of GIS/ IT services for at least 5 years as on date of submission of the bid. Copy of the work order on GIS/ IT services issued 5 years prior to the date of submission of bid is to be submitted as supporting.
- e. Bidder should have completed at least one GIS/ MIS work of value more than Rs.50.0 lakhs in Odisha in last 5 years. Copy of work order and completion certificate to be submitted as supporting.
- f. Bidder should have minimum average Annual Turnover of Rs.2.0 crore (Rupees Two Crore) during the last 3 financial years. Copies of audited balance sheet along with auditor certified turnover certificate for financial years 2014-15, 2015-16 and 2016-17 to be submitted as supporting.
- g. Bidder shall submit copy of GST Registration certificate issued in Odisha
- h. Bidder shall submit copy of PAN card with copy of IT return for financial year 2016-17
- i. Bidder shall submit copy of Provident Fund registration certificate with up to date return
- j. Bidder to submit copy of ESI registration certificate with copy of up to date return
- k. The Bidder should not be under a declaration of ineligibility for corrupt and fraudulent practices nor should have been blacklisted by any Govt. or Govt. undertaking organizations at the time of submission of the bid. Bidder to submit a Self-declaration certificate, signed by the authorized signatory.

## 4. Instruction to Bidders

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### 4.1 General Instruction for preparation of Bid Document

#### 4.1.1 Consortium bidding not permitted

Consortium bidding is permitted. Bidding organization shall be solely required to meet all the eligibility criteria and shall be evaluated for technical competency.

#### 4.1.2 Cost incurred for preparation of Tender Document

The Bidder shall bear all costs associated with the preparation and submission of the.

#### 4.1.3 Cost of RFP Document

The RFP document can be obtained from office of the **Director, Scheduled Castes & Scheduled Tribes Research and Training Institute, Bhubaneswar** on payment of a non-refundable RFP fee of Rs.1,000/- (Rupees One thousand only) in the form of a Bank Demand Draft from any scheduled commercial bank drawn in favor of “**The Director, Scheduled Castes & Scheduled Tribes Research and Training Institute, Bhubaneswar**” payable at **Bhubaneswar**. Alternatively, the RFP document can be downloaded from [www.scstdepartment.org](http://www.scstdepartment.org). For RFP document downloaded from internet, the proposal should be submitted along with the non-refundable RFP fee of Rs.1,000/- (Rupees one thousand only) in the form of a Bank Demand Draft from any scheduled commercial bank drawn in favor of “**The Director, Scheduled Castes & Scheduled Tribes Research and Training Institute, Bhubaneswar**” payable at **Bhubaneswar**. Bids received without such fee will be rejected.

#### 4.1.4 Bid Security/ EMD

- The Bid document must be accompanied by an Earnest Money Deposit (EMD) of 1% of quoted amount in the form of a Demand Draft from any scheduled commercial bank drawn in favor of “**The Director, Scheduled Castes & Scheduled Tribes Research and Training Institute, Bhubaneswar**” payable at **Bhubaneswar**. Bids submitted without EMD will be rejected.
- The EMD, of successful bidder would be returned upon submission of Performance Bank Guarantee of appropriate amount as specified in this RFP document.
- EMD of all unsuccessful bidders would be refunded within 2 months of the bidder being notified as being unsuccessful. The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.

#### 4.1.5 Language of Bid document

The proposal prepared by the bidder, as well as all correspondence and documents relating to the tender shall be in English.

#### 4.1.6 Bid Currency

Prices for services offered shall be quoted in Indian National Rupees (INR) only.

#### 4.1.7 Proposal Validity

The bid shall remain valid for 90 days from the date of opening of the Price Bid.

### **4.2 Document Comprising the Technical Bid document**

The technical bid document of the bidder should contain the RFP Cost, EMD and documents in support of their eligibility, capabilities and experiences as required for the project, including information and declarations in duly filled-in Forms as per following:

- Form 1: Covering letter
- Form 2: Letter of Authorization
- Form 3: Organization details
- Form 4: Declaration as Local Enterprise
- Form 5: Auditor certified Annual Turnover and Net-worth statement
- Form 6: Details of GIS/ MIS professionals available with the organization
- Form 7: Important GIS project experiences in past 5 years
- Form 8: Important MIS/ GIS project experiences in Odisha in past 5 years
- Form 9: Important Project experiences in Web based GIS applications in past 5 years
- Form 10: Technical Solution (Methodology and Work plan)
- Form 11: Price Bid Format

### **4.3 Price Bid**

The bidder shall not include any technical information in the Price Bid. The Price Bid must be completed in all respect and conform to the Price Bid Format specified in this RFP document.

- Price Bids with incomplete information and/ or not conforming to the specified format shall be summarily rejected.
- Prices shall be quoted entirely in Indian Rupees (INR) and must be arrived at after including all expenses, rates, and applicable taxes, excluding GST.
- Conditional Price Bids shall be summarily rejected

#### **4.4 Sealing and Marking of the Bid**

Both the Technical Bid and the Price Bid shall be enclosed in separate sealed envelopes. The Technical Bid envelope shall be super scribed with “**TECHNICAL BID**”. The Price Bid envelope shall be super scribed with “**PRICE BID (NOT TO BE OPENED WITH THE TECHNICAL BID)**”. Both the Technical bid and the Price Bid envelopes shall be enclosed in an outer sealed envelope super scribed with “**BID DOCUMENT FOR DEVELOPMENT OF WEB BASED GIS IN TRIBAL SUB PLAN AREAS OF ODISHA (INFRASTRUCTURE & OTHER INTERVENTIONS)**” and addressed to **The Director, Scheduled Castes & Scheduled Tribes Research and Training Institute, Bhubaneswar, Odisha**”.

#### **4.5 Bid Submission**

The bid document including all supporting and attachments are to be signed with organization seal on each page by the person authorized to submit the bid on behalf of the organisation. The Bid document complete in all respect should be submitted to the addressee on or before the last date and time of submission of the bid mentioned in the Bid Data Sheet.

- Bids received after the due date and time (including the extended period if any) for any reason whatsoever, shall not be entertained and shall be summarily rejected.
- The bids submitted by telex/telegram/fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
- Office of the Scheduled Castes & Scheduled Tribes Research and Training Institute, Bhubaneswar shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.

Director, Scheduled Castes & Scheduled Tribes Research and Training Institute reserves the Right to accept or reject any proposal, and to annul the tendering process and reject all proposals at any time prior to the award of the contract.

#### **4.6 Opening of Technical Bid Document**

The Technical Bid document shall be opened as per the Date and Time specified in the bid data sheet or the date specified through advance notice. The authorized representatives of the bidders may be present during the bid opening process. The technical bid document of each bidder shall be opened to record the submission of tender document cost and the EMD as specified in the Bid Data Sheet. Bids without valid Tender Cost and/ or EMD shall be rejected summarily. The Price Bid for such bids shall remain unopened and intact.

#### **4.7 Evaluation of Technical Bid**

The Technical Bid document along with the supporting documents submitted by the bidder shall be scrutinized on the basis of the Eligibility Criteria as specified in this RFP document. The Technical bids not satisfying the eligibility criteria shall be rejected and shall not be considered for further evaluation. The technical Bids satisfying the eligibility criteria shall be considered for Technical Bid Evaluation as per the Technical Evaluation criteria as specified

in this RFP document and shall be assigned with the marks. Technical Evaluation procedure shall also involve detailed Technical Presentation by the Bidder. The technical Bid evaluation Criteria is specified in the following table.

**(Technical Bid Evaluation Criteria)**

Sl.	Parameter	Max Score	Supporting document to be submitted by the bidder	Scoring Criteria
1	Quality Certification: The bidder should have valid SEI-CMM, ISO 9001:2008 certification for GIS, ISO 27001 Security certificate	10	Valid ISO 9001, 27001, SEI-CMM Quality Certificate	One or More of following Certificates (subject to maximum 10 marks) <ul style="list-style-type: none"> <li>· SEI-CMM level 3: 10 marks</li> <li>· ISO 9001:2008 for GIS: 5 marks</li> <li>· ISO 27001: 5 marks</li> </ul>
2	Average Annual Turnover in last 3 financial years (2014-15, 2015-16, 2016-17)	10	Copies of Audited balance sheet with original auditor certified	<ul style="list-style-type: none"> <li>· More than Rs.6.0 crore: 10 marks</li> <li>· Between Rs. 4 to 6 crore: 5 marks</li> <li>· Between Rs. 1 to 4 crore: 2 marks</li> <li>· Less than Rs.1 crore: 0 marks</li> </ul>
4	Net worth as on 31-March-2017	10	Original auditor certified Net worth	<ul style="list-style-type: none"> <li>· More than Rs.5.0 crore: 10 marks</li> <li>· Between Rs. 3 to 5 crore: 5 marks</li> <li>· Between Rs. 1 to 3 crore: 2 marks</li> <li>· Less than Rs.1 crore: 0 marks</li> </ul>
5	Availability of Local Human resources in GIS/ MIS	10	List of GIS/ MIS professionals ( <b>Form 6</b> ) with supporting PF statement	<ul style="list-style-type: none"> <li>· More than 15 professionals: 10 marks</li> <li>· 10-15 professionals: 5 marks</li> <li>· less than 10 professionals: 0 mark</li> </ul>
6	Top 5 important GIS Project experiences (project value more than Rs.50 lakhs each) in last 5 years as date of submission of Bid	10	List of top 5 important GIS Project experiences ( <b>Form 7</b> ) with supporting work order	Sum total value of top 5 GIS projects in last 5 years <ul style="list-style-type: none"> <li>· More than Rs.3 crore: 10 marks</li> <li>· Between Rs. 2.5 to 3 crore: 5 marks</li> <li>· Less than Rs.2.5 crore: 0 marks</li> </ul>
7	Top 5 important GIS/ MIS Project experiences (project value more than Rs.50 lakhs each) in last 5 years in Odisha as on date of submission of Bid	10	List of top 5 important GIS/ MIS Project experiences in Odisha ( <b>Form 8</b> ) with supporting work order	Sum total value of top 5 GIS/MIS projects in Odisha executed in last 5 years: <ul style="list-style-type: none"> <li>· More than Rs.3 crore: 10 marks</li> <li>· Between Rs. 2.5 to 3 crore: 5 marks</li> <li>· Less than Rs.2.5 crore: 0 marks</li> </ul>

7	No of WebGIS project experience for value more than 50 lakh	10	List of WebGIS project experience for value more than 50 lakh as <b>(Form 9)</b> with supporting work order	<ul style="list-style-type: none"> <li>· 3 or more projects: 10 marks</li> <li>· 2 projects: 5 marks</li> <li>· 1 project: 2 marks</li> <li>· No projects: 0 marks</li> </ul>
	Sub-total (A)	70		
8	Technical Solution Presentation with Prototype Demonstration	30	Methodology, Plan <b>(Form 10)</b> and Prototype demonstration of similar assignments on WebGIS platform	
	Sub-total (B)	30		
	<b>TOTAL (A+B)</b>	<b>100</b>		

The bidders scoring minimum 50 marks out of 70 marks (Subtotal-A) shall only be called for Technical Solution Presentation. The Technical solution shall be marked out of 30 marks (Subtotal-B). The bidders scoring minimum 70 marks out of 100 marks (Total A+B) in the Technical Evaluation shall be declared as the Technically Qualified bidder.

The marks secured by the Technically Qualified bidder shall be considered as the Technical Score (TS). The Technical Score (TS) of the Technically Qualified bidder shall be weighted on a scale of 70.

#### 4.8 Evaluation of Price Bid

The Price Bids shall be opened only for the Technically Qualified bidders. The date, time and venue of the Price Bid opening shall be intimated to all the technically qualified bidders in advance. The authorized representatives of the technically qualified bidders may be present during the Price Bid opening. The Price Bids shall be scrutinized for their conformity to the specified formats, seal and authorized signature of the bidder. Price Bids that are illegible, not conforming to the specified formats or without the seal and signature, with arithmetic errors, with mismatching “figure” and “words” value(s) shall be summarily rejected. Price Bids with abysmally low price quotation shall be rejected. The valid Price Bids shall be considered for further evaluation in Quality Cost Based Selection (QCBS) method.

The Bidder with the lowest financial quote shall be awarded 100 marks. Scores of the Price Bid evaluation would be weighed on a scale of 30. The score obtained by the bidders in the Price Bid evaluation shall be considered as Financial Score (FS). The Financial Score of the other Technically Qualified bidders shall be computed as per the following formula

$$FS = 100 \times (F_{min} / F_b)$$

Where, FS = Financial Score for the bidder under consideration

Fmin = minimum price quoted by any bidder

Fb = price quoted by the bidder under consideration.

The Technical Score (TS) and the Financial Score (FS) secured by each bidder shall be subjected to the Weightage WT = 0.70 (the weight given to the technical bid); WF = 0.30 (the weight given to the Price Bid). The combined technical and financial score (S) for the bidder shall be computed as per the following formula.

$$S = (TS \times 0.7) + (FS \times 0.3)$$

#### **4.9 Award of Contract**

The bidder securing the highest combined score (S) shall be treated as the successful bidder and shall be considered for award of the contract.



## **5. General Condition of the Contract**

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### **5.1 Bid Validity Period**

The Bid submitted by the bidder shall remain valid for 90 days from the date of opening of the Bid. Bids with validity period less than 90 days shall be treated as non-responsive and shall be rejected.

### **5.2 Corrupt/ Fraudulent Practices**

The Bidder is expected to observe highest standards of ethics during the procurement and execution of the assignment. In pursuance of this policy, the tenderer defines the terms set forth as follows:- “Corrupt Practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of the public official in the procurement process or in contract execution; and “Fraudulent Practice” means a misrepresentation of facts, in order to influence a procurement process or execution of a contract to the detriment of the Client, and includes collusive practice among Bidders (prior to or after bid submission), designed to establish bid prices at artificial non-competitive levels and to deprive the Client of the benefits of the free and open competition.

In case the Bidder is found to be engaged in Corrupt/ Fraudulent practices before the contract award or after award of the contract, such bidder shall be declared ineligible and his/ her bid shall be rejected and the contract shall be terminated as the case may be.

### **5.3 Right to Accept/ Reject the Bid**

Notwithstanding anything contained herein, office of the Director, Scheduled Castes & Scheduled Tribes Research and Training Institute, Bhubaneswar, Odisha reserves the Right to reject any or all Bids without showing any reason thereof.

### **5.4 Late Bids**

Bids received after the specified last Date and Time of receipt (including any extension of time for submission of bid thereof) for whatsoever reason, shall be rejected summarily. No further communications in this regard shall be entertained.

## **6. Special Condition of the Contract**

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### **6.1 Award of Work**

Notwithstanding anything contrary to the provisions in this RFP document, the department reserves the right to accept or reject any proposal or to annul the process fully or partially, or modify the same and to reject any/all proposals at any time prior to the award of work, without incurring any liabilities in this regard and without assigning any reason thereof. The tenderer reserves the right at the time of Contract award or during the execution of contract to increase or decrease the quantity of work allotted to the selected Bidder.

### **6.2 Performance Bank Guarantee**

The selected bidder shall be required to submit a Performance Bank Guarantee for an amount equal to 10% of the total Contract Value valid till end of one year warranty. The selected bidder shall furnish the Performance Bank Guarantee within one month of issue of the work order. The Performance Bank Guarantee shall be held free of interest as security for due performance as per obligations under the contract. The Performance Bank Guarantee shall be released after successful completion of the Warranty Period.

### **6.3 Extension of Time**

The date of completion of the contract may be extended due to force majeure or events beyond control of the selected bidder. In such case, the bidder shall be obliged to submit a claim for extension of time with due justification. The decision of the office of the Director, Scheduled Castes & Scheduled Tribes Research and Training Institute, Bhubaneswar, Odisha shall be binding on the bidder. Necessary amendment to the contract in accordance with the granted time extension will be done. Liquidated Damage shall not be applicable for the officially extended time period.

### **6.4 Non-Transferrable**

The selected bidder shall not transfer any interest, rights, benefits or obligations under the contract without the prior written permission from the authorized officer of the department.

### **6.5 Confidentiality**

The selected bidder shall not use the Confidential Information provided by the office of the Director, Scheduled Castes & Scheduled Tribes Research and Training Institute, except for the purpose of providing the service as specified under this contract. The selected bidder shall sign a Non-Disclosure Agreement (NDA) with the department to this effect. The selected bidder will be held responsible for any breach of the NDA by its persons and shall be responsible for legal consequences.

### **6.6 Taxes & Duties**

All Taxes and duties payable in respect of execution of the contract except the GST, shall be borne by the bidder. GST shall be reimbursed by office of the Director, Scheduled Castes & Scheduled Tribes Research and Training Institute, on submission of valid documents.

## **6.7 Copyright**

The copyrights in all maps, documents and other materials containing data and information including plan/ design/ specifications/ database/ application software furnished by the selected bidder to the department shall remain as Intellectual Property of the office of the Director, Scheduled Castes & Scheduled Tribes Research and Training Institute.

## **6.8 Liquidated Damages**

In case the selected bidder fails to attain Completion of the work within the scheduled time for Completion or any extension thereof due to reasons attributable to the selected bidder, the department shall recover the amount of Liquidated Damages, by making deductions from the Contractor's account or by encashment of Consultant's Bank Guarantees at the rate of 0.5% of the Contract Price plus escalation, if any, excluding taxes & duties per month of delay up to a maximum of 5% of the Contract value, excluding taxes & duties.

However, the payment of liquidated damages shall not in any way relieve the selected bidder from any of its obligations to complete the Work or from any other obligations and liabilities of the Consultant under the Contract.

## **6.9 Suspension of Work**

The department may, by notice to the selected bidder, order the selected bidder to suspend Work of any or all of its obligations under the Contract. Such notice shall specify the obligation of which performance is to be suspended, the Effective Date of the suspension and the reasons therefore. The selected bidder shall thereupon suspend work of such obligation (except those obligations necessary for the care or preservation of the Work) until ordered in writing to resume such performance by tenderer.

## **6.10 Insurance**

The selected bidder shall, at his own expense, arrange appropriate comprehensive insurance to cover all risks assumed by the vendor under this contract in respect of its personnel deputed under this contract as well as computers and peripherals etc, belongings of the selected bidder or their personnel during the entire period of their engagement in connection with this contract, the department will have no liability on this account.

## **6.11 Entire Contract**

The terms and conditions laid down in this document and all annexure thereto as also the forms and any attachment shall be read in consonance as an integral part of this contract.

## **6.12 Disputes & Arbitrations**

All disputes arising out of the contract shall be amicably settled by both parties. In the unfortunate event of any dispute or differences, breach and violation relating to the terms of this agreement, the said dispute or difference shall be referred to the sole arbitration of the Arbitrator appointed by office of the Director, Scheduled Castes & Scheduled Tribes Research and Training Institute, for the purpose. The award of the arbitrator shall be final and binding on both the parties. The adjudication of arbitrator shall be governed by the provision

of the Arbitration and Conciliation Act, 1996, or any statutory modification or reenactment thereof or any rules made thereof. All legal disputes are subject to the jurisdiction of courts in Bhubaneswar.

### **6.13 Governing Laws**

The contract between office of the Director, Scheduled Castes & Scheduled Tribes Research and Training Institute and the selected bidder shall be governed by and interpreted in accordance with the laws for the time being in force in the state of Odisha. The courts at Bhubaneswar shall have exclusive jurisdiction in all matters arising under the contract.

### **6.14 Force Majeure**

Neither party shall be liable to the other for any loss or damage occasioned by or arising out of acts of God such as unprecedented flood, volcanic eruption, earthquake or other convulsion of nature and other acts such as but not restricted to invasion, the act of foreign countries, hostilities, or war-like operations before or after declaration of war, rebellion, military power which prevent performance of the contract and which could not be foreseen or avoided by a prudent person.

## 7. Bid Submission Formats

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### **Form-1: Covering Letter** *(to be submitted on company letter head)*

Ref: Date:

To

The Director  
Scheduled Castes & Scheduled Tribes Research and Training Institute,  
Bhubaneswar, Odisha

Sub: Development of Web based GIS in Tribal Sub Plan Areas of Odisha (Infrastructure & Other Interventions) for Scheduled Castes & Scheduled Tribes Research and Training Institute, Bhubaneswar, Odisha

Dear Sir,

With reference to your RFP Notice No. \_\_\_\_\_ dated \_\_\_\_\_ published on the website for the above mentioned subject, we are pleased to submit our Bid along with all supporting documents, requisite Tender Document Cost and EMD for your evaluation.

We understand that, if any information submitted in our bid document including the supporting documents is/ are found incorrect/ unverifiable or both, our bid will be rejected without any reference to us. We further understand that the department is not obliged to accept our bid or inform us the reason for rejection of our bid.

We further unconditionally accept all the Terms & Conditions mentioned in the above referenced RFP document. Deviations if any, to the Terms & Conditions mentioned in the above referenced RFP document reflect in our Bid shall liable our Bid document to be summarily rejected without any reference to us.

Yours Sincerely,

<Signature of Authorised Signatory>

Name: Designation:

Contact No.:

Address:

**Form-2: Letter of Authorization** (to be submitted on company letter head)

Ref: Date:

To

The Director  
Scheduled Castes & Scheduled Tribes Research and Training Institute,  
Bhubaneswar, Odisha

Sub: Development of Web based GIS in Tribal Sub Plan Areas of Odisha (Infrastructure & Other Interventions) for Scheduled Castes & Scheduled Tribes Research and Training Institute, Bhubaneswar, Odisha

Dear Sir,

With reference to your RFP Notice No. \_\_\_\_\_ dated \_\_\_\_\_, we hereby authorize Mr/Ms <name>, <designation> of our organization whose signature is attested below, as our authorized representative to sign the bid documents including all documents in support of our bid on our behalf.

We hereby agree to ratify the acts, deeds and things lawfully done by our aforesaid representative shall and shall always be deemed to have been done by us and accordingly binding on us

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(Signature of Authorized Representative)

Yours Sincerely,

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(Signature)

Name:

(Designation/ Head of the Organization)

**Form-3: Organization Details** (to be submitted on company letter head)

Name of the Organization	
Year of Establishment	
Address of Registered office	
Location of works (address)	
Telephone numbers	
Fax numbers	
Email address	
Web Site address	
Name of Head of Organization	
Designation of Head of Organization	
Head of Organization's Mobile no.	
Head of Organization's Email Id	
Name of the Contact Person	
Contact Person's designation	
Contact Person's Mobile no.	
Contact Person's Email Id	

**Form-4: Declaration as a Local Enterprise** (to be submitted by Head of the Organization on company letter head)

Ref: Date:

To

The Director  
Scheduled Castes & Scheduled Tribes Research and Training Institute,  
Bhubaneswar, Odisha

Sub: Declaration as a Local Enterprise in Odisha

Dear Sir,

With reference to your RFP Notice No \_\_\_\_\_ dated \_\_\_\_\_ on the above mentioned subject, I, \_\_\_\_\_ (name) as \_\_\_\_\_ (designation) of \_\_\_\_\_ (name of the organization) solemnly affirm as under.

1. That my organization \_\_\_\_\_ (name of organization) is registered in Odisha having its registered office address at \_\_\_\_\_ (registered office address).
2. That the total no of executive employees in my organization is \_\_\_\_\_ nos. of which \_\_\_\_\_ numbers of employees are domiciles of Odisha.

I am enclosing the following document in support of my declaration

Registration certificate/ Memorandum and Articles of Association/ DIC registration indicating name and address of the Registered Office

The above declaration is true to the best of my knowledge and belief.

Yours Sincerely,

Name:

Designation (Head of the organization):

Contact No.:

Address:



**Form-5: Turnover & Net-worth statement** (to be submitted on company letter head)

Sl.	Financial Year	Sales Turnover (in Rs.)	Net Worth (in Rs.)
1.	2014-2015		
2.	2015-2016		
3.	2016-2017		

NB:

1. Auditor certified Turnover and net-worth Certificate in original to be submitted
2. Copy of the Balance sheet and P/L statement to be submitted

**Form-6: Details of MIS/ GIS professionals available with the organization**

Sl.	Name	Qualification	Skill Set/ Proficiency	No. of years of experience

NB: Copy of latest Provident Fund Statement indicating employee names to be submitted

**Form-7: Important (top 5) GIS project Experiences in last 5 years**

(Each project to have a minimum value of Rs. 50.00 lakh)

Sl.	Work order/ agreement no and date	Name of Client Organization	Name of the Project	Value of Work (in Rs.)	Reference of supporting work order
1					
2					
3					
4					
5					
			Total Value		

NB: Copies of work order/ agreement indicating scope of work and value for each of the above mentioned projects to be enclosed as attachments with attachment reference no indicated in the above form

**Form-8: Important (top 5) GIS/ MIS project Experiences in Odisha in last 5 years**  
(Each project to have a minimum value of Rs. 50.00 lakh)

Sl.	Work order/ agreement no and date	Name of Client Organization	Name of the Project	Value of Work (in Rs.)	Reference of supporting work order
1					
2					
3					
4					
5					
			Total Value		

NB: Copies of work order/ agreement indicating scope of work and value for each of the above mentioned projects to be enclosed as attachments with attachment reference no indicated in the above form

**Form-9: Web based GIS project Experiences in past 5 years**  
(Each project to have a minimum value of Rs. 50.00 lakh)

Sl.	Work order/ agreement no and date	Name of Client Organisation	Name of the Project	Value of Work (in Rs.)	Reference of supporting work order
1					
2					
3					

NB: Copies of work order/ agreement indicating scope of work and value for each of the above mentioned projects to be enclosed as attachments, with attachment reference no indicated in the above form

**Form-10:** Approach, Methodology & Work Plan to fulfill objectives of the assignment as indicated in the RFP document (*to be submitted on company letter head*)

**Form-12: Price Bid** (to be submitted on company letter head)

**PRICE BID**

Ref: Date:

To

The Director  
Scheduled Castes & Scheduled Tribes Research and Training Institute,  
Bhubaneswar, Odisha

Sub: Development of Web based GIS in Tribal Sub Plan Areas of Odisha (Infrastructure & Other Interventions) for Scheduled Castes & Scheduled Tribes Research and Training Institute, Bhubaneswar, Odisha – Submission of Price Bid

Sl.	Description	Amount (in Rs.)
1.	Development of Geo-database of Scheduled Caste/ Scheduled Tribe development infrastructures & Other interventions for all TSP blocks in Odisha	
2.	Development of Web based GIS in Tribal Sub Plan Areas of Odisha (Infrastructure & Other Interventions) (including hosting and warranty maintenance for 1 year)	
	Total Cost	

Total Cost in Words \_\_\_\_\_

**NB: The Total Cost shall include all taxes except GST**

Yours Sincerely,

<Signature of Authorised Signatory>

Name:

Designation:

Contact No.:

Address:

COMPANY SEAL