



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

(A Statutory Authority under Government of West Bengal)

3, Major Arterial Road • New Town • Kolkata – 700156
Ph. No. (033) 2324-2138 Email Id: seme@nkda.in

Memo No. 2781/NKDA/Admn-172/2011 (Pt)

Date:19/05/2015

Request for Proposal (R.F.P)

R.F.P No. 02/NKDA/Admn/2015-16

New Town Kolkata Development Authority invites proposals from resourceful, reliable, bona-fide and experienced company/organization/firms for “Study, Supplying, Implementation and post implementation of software solution to automatise the building permission system for New Town Kolkata Development Authority”

(Submission of Bid through **online**)

| S l. N o | Name of the work | Estimated Amount (Rs.) | Bid Security Money (Rs.) | Period of Completion |
|-------------------|---|------------------------------|--|---|
| 1 | Study, Supplying , Implementation and post implementation of software solution to automatize the building permission system for New Town Kolkata Development Authority | To be quoted by the bidders | Rs. 1,00,000/- (Rupees One Lakh only) | 05 (Five) Yrs and 10 (Ten) Months |

- 1) In the event of e-filling, intending bidder may download the RFP documents from the website <http://wbtdenders.gov.in> directly with the help of Digital Signature Certificate. All the bidders will have to submit Bid security money, which may be remitted by separate Demand Draft / Banker's Cheque to be issued from any scheduled bank in favour of the “New Town Kolkata Development Authority” payable at Kolkata and also to be documented through e-filling. The Lowest bidder shall submit the hard copy of the Demand Draft / Banker's Cheque under sealed cover (super scribing the name of work with RFP No) to the Office of New Town Kolkata Development Authority at 03,MAR New Town, Kolkata-700156 with his acceptance letter of the LOI (Letter of Intent). Failure to submit the hard copy with the acceptance letter within the time period prescribed for the purpose may be construed as an attempt to disturb the tendering process and dealt with accordingly legally including blacklisting of the bidder.
- 2) Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website <http://wbtdenders.gov.in>

- 3) Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per terms and condition of this RFP.

4) Evaluation Process.

4.1 Eligibility Criteria

| Sl. | Mandatory Criteria | Documentary Evidence |
|-----|---|--|
| 1 | The bidder should be registered in India and working in the field software development for at least 5 years. | Certificate of Incorporation and/or Article of association |
| 2 | Minimum average Turnover for last 03 year should be more than or equals to Rs 10 Cr. | Audited Financial balance sheets for the last three years (2013-14,2012-13, 2011-12) |
| 3 | The bidder should have executed <ul style="list-style-type: none"> At least 04(four) similar projects in development of automating the building permission system for ULBs/ municipalities/ corporation and running successfully more than 02 years after Go-Live. | Work Order, Go-Live letter/ acceptance letter, Running successfully more than 02(two) years. |
| 4 | Should have Trade License, Pan Card, Income Tax, Service Tax Registration, TIN/TAN etc. | Copy of the certificate as evidence |

4.2 Evaluation Process of Technical Proposals

The evaluation of the Technical bids will be carried out in the following manner:

- (i) Technical Bids will be evaluated of only those bidders who fulfill the eligibility Criteria.
- (ii) The bidders' technical proposal shall be evaluated as per the requirements specified in the RFP and adopting the evaluation criteria spelt out in **section on Technical Evaluation Criteria** of this RFP Volume The Bidders are required to submit all required documentation in support of the evaluation criteria specified as required for technical evaluation.
- (iii) NKDA may seek additional information and clarifications from any or all of the bidders on the Technical Proposal. Any of the additional information or

clarifications submitted by the bidder on the technical proposal should not have any commercial implications.

- (iv) **Proposal Presentations:** The committee may invite each bidder to make a presentation to NKDA at a date, time and venue decided by NKDA and to be communicated to the bidders. The purpose of such presentations would be to allow the bidders to present their proposed solutions to the committee and orchestrate the key points in their proposals.
- (v) The committee may seek oral clarifications from the bidders. The primary function of clarifications in the evaluation process is to clarify ambiguities and uncertainties arising out of the evaluation of the bid documents. Oral clarifications provide the opportunity for the committee to state its requirements clearly and for the bidder to more clearly state its proposal. The committee may seek inputs from their professional and technical experts in the evaluation process.
- (vi) The bid with the highest Technical score (T1) will be assigned 100%.
- (vii) Technical Scores for other bids will be normalized using the following formula:

$$\text{Normalized Technical Score of a Bid}(T_n) = \left\{ \left(\frac{\text{Technical Score of the Bid}}{\text{Highest Technical Score (T1)}} \right) \times 100 \right\} \% \text{(adjusted to 2 decimals)}$$
- (viii) Following will be the technical evaluation methodology:
 - Each Technical Bid will be assigned a technical score out of a maximum of 100 points.
 - Only the bidders, who score above the minimum cut-off score in each of the sections AND score a total Technical score of 45 (Forty Five) or more, will qualify for the evaluation of their commercial bids.
 - The committee shall inform to all the bidders the results of the technical evaluation through a written communication. The technical scores of the bidders will be announced prior to the opening of the commercial bids

4.3 Evaluation Process of Commercial Proposals

- (i) The Commercial Bids of only the technically qualified bidders will be opened for evaluation.
- (ii) The bid with the lowest bid price (L1) will be assigned 100%.
- (iii) Commercial Scores for other bids will be normalized using the following formula:

Normalized Commercial Score of a Bid (Fn)= {(Commercial Bid price of L1/Commercial bid price of the Bid) X 100} %(adjusted to 2 decimals)

4.4 Award of Contract:

The contract will be awarded to the Bidder who will get the highest Total Normalized Score.

The Total Normalized Score will be calculated in the form of 70:30 QCBS Method as given below:

Total Normalized Score of a Bid (Ln) = 0.7 * Tn + 0.3 * Fn

Where Tn = Normalized Technical Score of a Bid.

Fn = Normalized Commercial Score of a Bid.

5) Document to be submitted online as non-statutory document :

- a) Certificate for incorporation/Memorandum of Association/Registration Certificate.
- b) Trade License.
- c) Pan Card.
- d) Income Tax.
- e) Service Tax Registration.
- f) TIN/TAN(if any).
- g) Acknowledgement Receipt for the latest Assessment year,
- h) Auditor Certificates for business to turn over in last 3 financial years.
- i) Registered Partnership Deed for Partnership Firms only along with Power of Attorney since executed under any Judicial Magistrate/First Class Magistrate is to be submitted.
- j) The company shall furnish the Article of Association and Memorandum as non-statutory documents.
- k) Required information as per formats in Annexure as given in the General document with copies of LOIs /work order Work Order, Go-Live letter/ acceptance letter, Running successfully more than 02(two) years in support of the eligibility claims and explanatory note (summary) towards specific nature of work. All submissions shall be online only.

6) Joint Ventures/MOU will not be allowed.

7) The offer shall remain valid for 180 days from the date of opening of the tender.

8) Payment will be made as per following schedule.

| SL No | Payment Milestone | Payment Amount |
|-------|--|---------------------|
| 01. | After accepted by NKDA and Go-Live of automating the building permission system. | 30% |
| 02. | After 06 (six) months from the date of Go-Live. | 40% |
| 03. | After completion of each year maintenance from the date of Actual Go-Live for the period of 5 years. | 30% (6% each year) |

No interim payment will be made at any circumstances.

* Payment shall be released only after acceptance of the above deliverable.

- 9) No claim for interest or compensation will be entertained in respect to any money payment which may be due or alleged to be due to the contractor owing to any dispute between the contractor and NKDA or in respect to any delay in making payment of progressive or final bill of the work, to the contractor.
- 10) **Cost escalation, Secured advance etc. are not allowed.**
- 11) The offer rate exclusive of all taxes and other duties as applicable as per prevailing rate of govt. of west Bengal.

12) Security Deposit:

- a) The Bid security Rs 1,00,000/- will be converted as Initial Security Deposit for successful bidder.
- b) The Successful Vendor will have to deposit an amount calculated as 2% of quoted price less initial security deposit of Rs 1,00,000/- within 07 days from the date of issuing Letter of Intent (LOI), by a Demand Draft / Banker's Cheque to be issued from any scheduled bank in favour of the "New Town Kolkata Development Authority" payable at Kolkata.
- c) Balance 8% of Security Deposit will be deducted from the running bills. No interest will be paid on the money retained for Security Deposit. The Security Deposit will be refunded after successful completion of post implementation support period.

13) Special Security Deposit:

Successful vendor have to deposit a special security deposit amount Rs 5,00,000/- by a separate Demand Draft / Banker's Cheque to be issued from any scheduled bank in favour of the "New Town Kolkata Development Authority" payable at Kolkata, at the time of agreement.

The special Security Deposit will be released in 5 installments after completion of each year of maintenance period. No interest will be paid on the money retained for Special Security Deposit.

14) Date and Time Schedule:

| Sl. No. | Particulars | Date & Time |
|---------|--|----------------------------------|
| 1 | Date of uploading of R.F.P. & other Documents (online) (Publishing Date) | 19/05/2015 |
| 2 | Documents download start date (Online) | 19/05/2015 at 5.00 PM |
| 3 | Documents download end date (Online) | 11/06/2015 at 3.00 PM |
| 4. | Date of Pre-Bid meeting Venue : 01, MAR, New Town Kolkata-700156 | 29/05/2015 at 3.00 PM |
| 5. | Bid submission start date (Online) | 30/05/2015 at 3.00 PM |
| 6. | Bid submission closing date (Online) | 11/06/2015 at 3.00 PM |
| 7. | Bid opening date for Technical Proposals (Online) | 11/06/2015 at 4.00 PM |
| 8. | Last Date of uploading list for Technically Qualified Bidder(online) | Will be intimated in due course. |
| 9. | Date for opening of Financial Proposal (Online). | Will be intimated in due course. |

- 15) All queries from the bidders relating to this RFP must be submitted in writing both in soft and hard copy exclusively to the contact person / email id notified by NKDA. All communications seeking clarification should be in the following format only. All queries seeking clarification must reach NKDA at least one day before the Pre Bid Date

| | | | |
|---|--|--|-------------------------------------|
| <<Name & Address>> | | | |
| BIDDER'S REQUEST FOR CLARIFICATION | | | |
| | Bidding Document Reference(s)(section number/ page) | Content of RFP requiring Clarification | Points of clarification required |
| 1 | | | |
| 2 | | | |

Queries to be sent to – seme@nkda.in and sm@nkda.in

- 16) The bidder are bound by the terms & conditions of RFP document, Technical documents, Schedule of works etc, which forms a part and parcel of this contract.
- 17) Income Tax & other Taxes/Charges will be deducted as per prevailing Govt. orders issued from time to time and would be applicable on the date of making payment of the bills.
- 18) The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. New Town Kolkata Development Authority reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any reimbursement of any cost that might have been incurred by any bidder at any stage of Bidding.
- 19) Prospective applicants are advised to note carefully the eligibility criteria before bidder the bids.
- 20) **Conditional / Incomplete bid will not be accepted under any circumstances.**
- 21) **The intending bidder are required to quote the rate online.**
- 22) Before issuance of LOI, the Authority will verify the credential and other documents of the lowest bidder in original, if found necessary. After verification if it is found that the documents submitted by the lowest bidder is either manufactured or false in that case work order will not be issued in favor of the said bidder under any circumstances and his/their offer will be treated as cancelled.

- 23) If any discrepancy arises between two similar clauses on different notification, the clause superseding others will be solely as per the discretion of the Authority.
- 24) The successful bidder whose bid is accepted shall make formal agreement in WBF 2912 along with bid documents in triplicate, within 7 (seven) days from the date of issue of LOI by Superintendent Engineer (M/E), New Town Kolkata Development Authority. If the successful bidder fails to perform the formalities within the specified period the Tender is liable to be cancelled and the Bid Security will be forfeited.
- 25) No. price preference and other concession will be allowed as per order no 8648 – F(T) dated 12.10.2012.
- 26) Successful Bidder will have to give a work programme preferably in the form of a bar-chart and to approve it by the Technical Committee before commencement of work and if progress of work abruptly differs from the given work program, the undersigned may terminate the work order at any point of time.
- 27) Authority will not be held responsible for making payment against any anticipated profit and/or compensation for any losses or price escalation whatsoever for the works as stated in the annexure of this RFP. Rates should be quoted accordingly.
- 28) The address as furnished by the bidder shall be deemed as the postal address of this office. Any notice or instruction to be given to the contractor under the terms of contract shall be deemed to have been served if it has been delivered to his authorized agent (on the strength of authorization) or representative or sent by registered letter to his official address as furnished.
- 29) Any Corrigendum, notification in connection to this RFP will be published in the official website of New Town Kolkata Development Authority (www.nkdamar.org) as well as <https://wbtenders.gov.in> . The applicants are requested to please follow the websites for such notifications, corrigendum etc.

Superintending Engineer (M/E)
New Town Kolkata Development Authority

Memo No. 2781/1/(8)/NKDA/Admn-172/2011 (Pt)

Date:19/05/2015

Copy forwarded for information to:-

1. The Chief Engineer, New Town Kolkata Development Authority.
2. The Chief Architect, New Town Kolkata Development Authority.
3. The Finance Office, New Town Kolkata Development Authority.
4. The Administrative Officer, New Town Kolkata Development Authority.
5. P.A to the Chairman, New Town Kolkata Development Authority.
6. P.A to the CEO, New Town Kolkata Development Authority.
7. Office Notice Board.
8. Official Website of New Town Kolkata Development Authority
(www.nkdamar.org)

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New Town Kolkata Development Authority