

Delhi Development Authority
(Systems Department)
Vikas Sadan, INA, New Delhi 110023

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M/s

Serial No.

Subject: **E-Tender for “Selection of Portal Development and Management Agency for Delhi Land Pooling Policy (Delhi-LPP)” - Three Bid Systems (Pre-Qualification (PQ), Technical & Financial Bids).**

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(Tenderers are required to participate as per e-tendering procedure of DDA)

E-tenders are invited for the “**Selection of Portal Development and Management Agency for DDA Land Pooling Policy (DDA-LPP)**” at various offices in Delhi, at

<http://eprocure.gov.in/eprocure/app>, as per the requirements described in Scope of work given in Annexure-1.

General Instructions and Terms of Reference

The General Instructions and Terms of Reference to the Tenderers shall be as under:-

1. Tenderers are required to deposit E-Tender Annual Charges Rs. **20,000** and EMD amounting Rs. 9.44Lakhsthrough separate transactions with RTGS/NEFT in the account of Sr. A.O. Cash Main, D.D.A having account No. 1014042405 with Central Bank of India, Vikas Sadan, I.N.A. Branch, New Delhi (IFSC Code CBIN0282695). The unique transaction reference of RTGS/NEFT shall have to be uploaded by the prescribed date. The Dy. Director (Systems) will get EMD verified from Sr. A.O Cash Main on the unique transaction reference number against each RTGS/NEFT payment before the tenders are opened. **Tenders not accompanied with EMD shall not be considered.**
2. The unique transaction reference on RTGS/NEFT against EMD, E-Tender Annual Charges shall be placed online at specified location for Tender for **"Selection of Agency for development and maintenance of Information & Communication Technology enabled services for implementation of Land Pooling Policy of DDA"**.
3. Tenderers must read complete tender document before filling bids.
4. Many important Terms and Conditions are given in Draft of Comprehensive Agreement (Annexure-11) and other Annexures, to avoid duplication, which may effect your costing and execution of contract.
5. The bid shall remain valid for **180 days** from the opening of tender (Technical Bid)
6. **Both PQ and Technical Bids shall be opened online** in the presence of a Committee or their representatives by authorized bid openers. Technical Bid of only those who qualify the PQ Criteria, shall be opened. Financial Bids of only those tenderers shall be opened whose technical bids qualify, at a time and place of which notice will be given. The Tenderer technically qualified will be at liberty to be present either in person or through an authorized representative at the time of opening of the Financial Bids with the Bid Acknowledgement Receipt or they can view the bid opening event online at their remote end.
7. The Tenderer should furnish Earnest Money in the form of NEFT/RTGS. This amount will be retained by DDA as part of security deposit, in case tender is accepted, **otherwise it will be refunded after the Award of work.** However, no interest shall be payable on the Earnest Money.
8. The tender shall be submitted online **in three parts**, viz., Pre-Qualification (PQ) Bid, Technical Bid and Financial Bid.
9. **Modification and Withdrawal of Bids:** No bid may be altered/modified after submission to the Purchaser. In case, the tenderer does not submit the Offer as per terms and conditions, and / or modifies and / or withdraws offer, **the entire amount of Earnest Money would liable to be forfeited.**
10. No Conditional Tender shall be accepted and is liable to be rejected.
11. Unsolicited Correspondences from Bidder, after submission of the Bid will not be considered.

12. The Tenderers shall be free to discuss the issues, if any, in the Pre-bid meeting.
13. In case of Consortiums, **Consortium (not more than 3 firms)** can apply as part of this RFP and to provide the document as per Consortium Format given in Annexure-15 and Annexure-16. However, the Lead Member and Members of the Consortium must fulfil all eligibility criteria, as specified in the RFP (Annexure-5).

Pre-Qualification Bid – Compliance Sheet – Eligibility Criteria

14. The Tenderers shall furnish all the required documents as given the Compliance Sheet (**Annexure-5**)

Technical Bid

15. The Tenderers shall furnish following documents in Technical Bid:-
 - i) Scanned Copy of Memorandum & Article of Association of the Company.
 - ii) Scanned Copy of ISO 9001-2015 and CMMi-3 certification (or above).
 - iii) Scanned Copy of Proforma of firm's / Co's Description (Annexure-15 and Annexure-16).
 - iv) Scanned Copy of Details of the firm's / Company's experience in solution development and/or product customization, integration, capacity building, operating and implementation support (Total Solution provider) as a Portal Development and Management Agency (PDMA) for processing of the land pooling applications through ICT Services (Form 5C- Tenderer's / Bidder's Experience).
 - v) Scanned Copy of details of the CVs of the Officers / Officials who may be deputed for the Project - (Form 5D-CV Format).
 - vi) Scanned Copy of Audited Balance sheets for preceding **3 years** preferably showing the revenue earned from software development, system integration, and total solution provider for ICT services (Form 5B-Financial-Annual Turnover)
 - vii) Scanned copy of the certificates for satisfactory services from the Government Organizations, Public Sector Undertakings, reputed Private Companies for solution development and/or product customization, integration, capacity building, operating and implementation support (Total Solution Provider as a Portal Development and Management Agency (PDMA)) provided in last three years with name, designation and telephone numbers of the contact person.
 - viii) Scanned Copy of reference of RTGS/NEFT (Registration Fee & EMD)
 - ix) Scanned Copy of Tender Acceptance Letter (Annexure-9).
 - x) Scanned Copy of GST Registration Certificate
16. Any tender found lacking with respect to the necessary information and /or documents and/or Earnest Money with the Technical bid **will not be considered.**

Financial Bid

17. Schedule of price bid in the form of BoQ_XXXXX.xls

The Tenderers shall submit the financial bid as provided in BoQ_XXXXX.xls along with this tender document. **Bidders are advised to download and quote rates and upload in the site at the respective location. Quoted rates must be inclusive of GST, all taxes and duties applicable, and any other charges.**

The tenderer in the financial bid will give rates separately for development fees and annual O&M fee as per **Form-5F** in accordance with Scope of work. The rates for above should be given in figures as well as in words.

"In case taxes/duties are levied after the Award of Work and during the period of Contract, then it shall be entitled to reimbursement on submission of proof of payment of such tax or levy (as per the Clause 13.3 of Agreement). However, all applicable deductions on account of taxes and duties etc., shall be made by DDA.

18. The Tenderers shall submit the financial bid as per Annexure 4. Same is provided in .xls format along with this tender document. Bidders are advised to **download, quote rates, and upload**, in the CPP website at the respective location.

Technical Evaluation and Financial Evaluation

19. On the basis of Pre-qualification (PQ) evaluation of technical bids, the Committee constituted for the purpose of evaluation of the tenders, may find it necessary to visit the organizations where similar jobs done by tenderer and/or may confirm on phone the quality of performance and/or may visit tenderer's client premises/service Centre, where the such services are being provided by the Tenderer. The Committee will short list the bids according to capabilities and skills of the tenderers as per Technical Evaluation Criteria and open the financial bids of only the short-listed tenderers who are found technically suitable.
20. Purchaser may seek any clarifications or additional documents, during Tender Evaluation Process, as considered necessary.
21. The decision arrived at for finally short-listing the tenderers by the Technical Evaluation Committee (TEC) shall be final and binding upon all the tenderers.
22. Vice Chairman (VC), DDA shall have the right to reject all or any of the bids including the financially lowest bid, without assigning any reason whatsoever.

Post Tender Evaluation

23. Once the quotation of the Tenderer is accepted and the acceptance is communicated to the Tenderer, the Tenderer shall present itself in the office of the DDA and shall execute an agreement within 7 days, as per **Annexure-11** appended herewith, and shall furnish a demand draft of the amount equivalent to 5% of the tendered cost of the work as Security Deposit after adjusting the earnest money and shall also furnish a Bank Guarantee of the amount equivalent to 10% of the tendered cost of the work as Performance Bank Guarantee.
24. Security Deposit and Performance Bank Guarantee shall be retained for 180 days after completion of the project or 5 years, whichever is later (also refer to Clause 4.2 (c)ii of Annexure-3).
25. The Performance Bank Guarantee (PBG) will be invoked by DDA, in case the performance of the vendor is not found satisfactory during the period of Work.

Project Duration and Extension of Service thereafter

26. The assignment is initially for **a period of five years** (Development - 6 months; O&M - 4 Years 6 Months) which can be further extended by DDA, at its absolute discretion, if services are found satisfactory (**Refer to Clause 3.2 of the Agreement**). No supplementary agreement is necessary for this. A formal letter from DDA to this effect and acceptance from the selected Agency shall suffice. However, the assignment may be terminated any time at the discretion of DDA

without assigning any reason thereof if the services are not found satisfactory or service/services are not required by DDA after certain period.

Grievance Redressal

27. If the Tenderer finds any hindrance in the start of the services resulting in and necessitating an extension of time allowed in the tender, the tenderer shall apply in writing to Vice Chairman (VC), DDA or Nodal Officer authorized by VC, DDA, for grant of extension of time.
28. The extension can be granted by the VC, DDA or Nodal Officer authorized by VC, DDA, in their absolute discretion and if the cause shown is genuine and sufficient.

Validity of Rates/Offer

29. The rates/offer shall be valid for **the period of 180 days** from the date of opening of tender(Technical Proposal).

Payment Terms

30. The payment to the Portal Development and Management Agency (PDMA) shall be made for 2 heads i.e. Development Fees and Annual O&M:
 - i. **Development Fee:** will be a lump sum fee to be paid as per payment milestones set out given in below Table-1.
 - ii. **Annual O&M Fee:** will be a lump sum fee to be charged for every 12-month period from the date of launch of Application Window, up to a maximum period of 5 years from the start of the Contract. Fees for the last year of O&M will be paid on a pro-rata basis for the total number of months. Payment of O&M fee will be as given in Table-1.
 - iii. **Payment of Fee for Milestones (2-5) of Development Fees will be done after successful completion of preceding milestone only.**
 - iv. Mobilisation Advance (**as an Option**) with Advance Bank Guarantee (ABG) for 110 % the Value (Mobilisation Advance) as specified in DDA-CMS project: -
 1. The Mobilisation Advance will attract 10 % simple Interest which will be calculated from the date of Payment to the date of Recovery.
 2. Recovery: Recovery for Advance will start from Payment 2 Stage to Payment 4 Stage, proportionately.
 3. ABG will be released, when complete recovery of Mobilisation Advance and 10% Interest is done.

Table-1: Payment Milestone

Payment Milestone	Percentage of total professional fee	Tentative timelines
DEVELOPMENT FEES		
1. Signing of consultancy agreement between DDA and PDMA	5 % of Development Fees as Mobilisation Advance (Optional)	ED
2. SRS, SDD and FRS Sign off and Plan Review Sign off	5% of Development Fees	ED + 5 Weeks
3. Application Design and	20% of Development	ED + 9 Weeks

Development, and UAT Approval by DDA	Fees	
4. Go-Live Acceptance: Launch of Portal and Land Pooling Application Interface(Window) after Technical and User testing	25% of Development Fees	ED + 17 Weeks
5. Close of Application <u>Window</u> (Post Test Phase) for Land Pooling	50% of Development Fees	ED + 25 Weeks
O&M FEES		
6. Payment of O&M fees	25% of Annual O&M fees (after review of Monthly MIS Reports and QPR)	Every 3-month period after Launch of Application Interface(Window) for Land Pooling (i.e. after ED+ 24 weeks)

- v. All applicable statutory deductions such as Income Tax, Cess etc shall be made from the bill. Rates are inclusive of all taxes/duties and any other charges. However, Goods and Services Tax (GST) amount included, should be mentioned in the bill.
- vi. No extra payment shall be made on any account including for visits to various offices of DDA.
- vii. Bidders shall submit OEM Upfront Warranty Certificates (in Original) to DDA. The Price Bid needs to take into account this OEM Upfront Warranty.

31. The decision of the Vice Chairman (VC), DDA or Nodal Officer authorized by VC, DDA with respect to any of the matters pertaining to the tender or the agreement or arising therefrom **shall be final and binding**, and shall not be called in question in any proceedings or at any forum whatsoever.

Forfeit of Security Deposit

32. The tenderer will not sub-let / sub-contract in part, or in full after getting the Assignment / Award of Work. In the event of tenderer sub-letting the work / sub-contracting in part or full after the Award of the Work, the tenderer shall be considered to have thereby committed a breach of agreement and DDA shall forfeit the Security Deposit. The tenderer shall have no claim, whatsoever, for any compensation or any loss on this account.

Dispute Resolution

33. In case of any dispute between parties of this Agreement / Contract, the same shall be subject to the jurisdiction of Delhi Courts only.

Termination of Contract

34. The Contract to be executed with the tenderer (selected agency) may be terminated by DDA for non-performance of any of the clauses of the contract and/or for violation for any terms and conditions of the contract by the tenderer, after serving a prior **notice of one month** on the registered address of the tenderer and also through registered email address of the tenderer.

Procurement and Ownership of Hardware and Software Tools

35. Hardware & Software tools (including Open Technology RDBMS, Open GIS Tools, etc., and their licenses), paid for by DDA, shall remain the property of DDA and in its custody after conclusion of the project." **These items will be procured by DDA, based on the improved specifications (over provided in Annexure-20), to be given by the selected Bidder meeting the SLA criteria. During procurement of these items, the selected bidder will provide handholding with DDA.**

Security Audit of Software and website

36. The selected Bidder shall undertake appropriate Cyber Security Audit of the Portal/Website and the associated application software through the empaneled agencies of CERT-IN of the Government of India, before "go-live" stage, and shall ensure that all uploaded information/database are not replaceable with other.

Web Site Development and Quality Certification

37. Development, Deployment and Maintenance of Web-portal (Internet and Intranet) which provides both informational and transactional facilities to Customers, meeting the Guidelines of Indian Government Websites (<http://web.guidelines.gov.in>), including Website Quality Certification by STQC of Government of India.

IMPORTANT NOTE

1. Tender documents may be downloaded from Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app> . Aspiring Tenderers who have not enrolled/registered in e-procurement should enroll/register before participating through the website <https://eprocure.gov.in/eprocure/app> . The portal enrollment is free of cost. Tenderers are advised to go through instructions provided at **Annexure-10 regarding 'Instructions for online Bid Submission'** .
2. Tenderers can access tender documents on the website, fill them with all relevant information and submit the completed tender document into electronic tender on the website <https://eprocure.gov.in/eprocure/app> .
3. Tenders and supporting documents should be uploaded through e-procurement. In addition, **Hard copy of the tender bids also need to be submitted** to Deputy Director (Systems), DDA.

Dy. Director (Systems)

2. Scope of Work

2.1 Overview of tasks

The PDMA will be involved in the following broad areas of work:

- i. **Development** of the Single Window System, including (but not limited to) development of portal (using latest GOI Guidelines on Web Portal) architecture, functionality development, content structuring and integration, website designing, user interface designing, user acceptance testing, document and information security, etc.
- ii. **Operation** of the portal, including (but not limited to) web hosting, content management for the portal, database creation, tagging and compilation of applications as per guidelines, MIS generation, process flow management, generation of various certificates, licenses and reports, generation of alerts and dashboards, training and capacity building etc.
- iii. **Maintenance** of the portal, including (but not limited to) trouble shooting, security, software updates, hardware maintenance, etc.
- iv. Provision of any other assistance for ensuring flow of information and data as required by DDA and other service providing agencies from time to time, in order to facilitate expeditious clearances and approval of Layout/Building Plans. PDMA will also undertake capacity building of DDA staff for operating and maintaining the system.

2.2 Key Features of the proposed Single Window System

The proposed Single Window System will have the following key features:

- i. **Online processing of applications** – Complete online solution for land owners and developers to submit land pooling applications, and obtain various approvals and licenses for development under the land pooling policy.
- ii. **Spatial data on GIS platform** – Hosting and continuous updating of GIS-based revenue maps provided by DDA for land pooling zones. Online provision for sector identification/information to applicants through interactive spatial maps and other formats. Spatial aggregation of pooling data as and when applications are received from land owners and developers.
- iii. **Database management, dashboards and report generation tools** – Real-time database generation from applications and forms, and generation of reports and queried results as and when required by DDA/NIUA/concerned agency. Live dashboard for applicants and all agencies using the system
- iv. **Bio-Login** – At multiple levelsto safeguard and to avoid tampering of information by unauthorized users
- v. **Workflow**–Automated process flow between various departments and agencies for assessing applications and providing various licenses and approvals. Online filling of forms/formats required by concerned agencies for various approvals at various stages
- vi. **Notifications/alerts** –Auto alerts and notifications regarding important mile stones, dates, process updates, flagged issues, etc. to be notified via web, sms and email to the concerned authorities and applicants throughout the process.
- vii. **E-certificate and E-licence** –Issue of digital licenses and certificatesusing digital signature

- viii. **E-payment** – High value secured payment gateway for fees and charges
- ix. **Trading Facility for Tradable FAR** – Online portal for trading of Tradable FAR certificates issued by DDA for unused FAR under the land pooling policy
- x. **Auto backup** - Real-time auto backup of all the information stored/uploaded in the system
- xi. **Smart Search** – for both applicant and concerned agencies for locating the desired information
- xii. **Information** - Print out/Display in both Hindi (Devanagari Script) and English - Bilingual
- xiii. **Portal/Application** – should be accessed through Internet on End-user equipment (Computer Terminal, Smart Mobile Devices).

2.3 Functional Requirements

2.3.1 Online Application System

- i. Hosting of awareness material, FAQs, application process information, terms and conditions, key documents and forms related to the land pooling policy. This will include both material in the form of downloadable documents as well as interactive web and map interfaces for educating/helping the users/applicants.
- ii. Provide the users an online zero-paper system for participating in the land pooling process. This will be a dual-language (English and Hindi) web interface that is interactive and easy to use.
- iii. Creation of a time-linked application window (as per prescribed period), with automated opening and closure period, similar to online tendering systems.
- iv. Facility for registration and KYC of applicants, and creation of unique application tracking IDs. All data, submissions, status of applications and approvals, payment information etc. to be linked to the unique ID.
- v. Support for online and offline application process (creation of online and offline application forms). Support for uploading of user documents in multiple formats such as JPEG, PDF etc.
- vi. Automated intimations regarding missing information and documents, as well as non-fulfilment of any mandatory pooling criteria specified in the policy.
- vii. Facility for submission of various documents and forms at various stages of the land pooling process for obtaining various NOCs, clearances and licenses. Support for online tracking of status of applications.
- viii. The user experience of the portal should be designed keeping in mind the user base of the application.

2.3.2 Spatial Data Management Platform

- i. Integration of Single Window System with GIS-based seamless revenue and land mapping database developed by DDA.
- ii. Interactive map-based online facility for providing sector identification and other relevant information to applicants.
- iii. Regular updating of GIS based seamless revenue map with data regarding land parcels that have been pooled, based on applications received. Verification of total pooled area in each planning sector through the integrated GIS application.
- iv. Infographics and generation of maps based on pooling data.

- v. Geo-referencing of Land Parcels and associates Attribute Data Sets for enriching GIS-based Revenue and Land Mapping Database of DDA.

2.3.3 Digital Work Flow Management

- i. Integrate the entire organizational workflows from beginning to the final dispatch/issue of occupancy certificate across the zones with the effective use of ICT for better service delivery to the citizens.
- ii. Designing a digital system for DDA to undertake various tasks under the land pooling process. This will include preparation of Entitlement Certificate (including maps and drawings prepared by DDA as part of the land/built up space sharing agreement with landowners/DE/Consortium), customization of model agreements, extracting spatial data on pooled lands, scheduling various site surveys and inspections, etc.
Note: The scope of work does not include development of online building plan or layout plan sanction software for DDA. The Single Window System will only provide integration with the existing digital/manual systems used for building plan/layout sanctions.
- iii. Development of a digital filing system for all matters related to land pooling (based on unique application IDs), linked to the various concerned departments and authorized officers within DDA.
- iv. Assistance in initiating unpooled lands for acquisition.
- v. Digital flow of information and documents submitted by applicants between DDA and various service providing agencies and authorities responsible for providing clearances, NOCs and approvals.
- vi. Providing secure administrative access to the concerned department/agencies through bio-login facility. Provision for digital approvals including digital signatures.
- vii. Designing customized work flows for various departments/service providing agencies involved in the land pooling process, based on specific procedures/protocols followed by these agencies, timelines for approval, information about nodal officers, required documents/information for obtaining clearances, etc.
- viii. Digitization of forms/formats/documents required for various approvals by different agencies. Support for online filling of forms wherever possible.
- ix. Integration of Single Window System with existing online/digital systems used by other departments/agencies for providing approvals and NOCs (e.g. e-filing systems, online building plans approval systems, etc.).
Note: The scope of work does not involve development of digital systems for automating the departmental workflows of the various agencies. The Single Window System will only provide integration with the existing digital/manual systems used for providing various sanctions.
- x. Facility for secure inter-departmental/inter-agency communication, alerts and reminders through the portal.

2.3.4 Real-time Database Management and User Dashboard Facility

- i. Maintenance of a database of all the received, eligible and rejected applications. Ability to automatically catalogue and link documents uploaded by applicants to a backend data and documents management system.
- ii. Real-time integration of the applications database with status of various approvals and licenses

- iii. Generation of MIS and other reports
- iv. Development of dashboard facilities, separate for all user groups.
 - a. Applicant dashboard – status of application, alerts and intimations requiring action/submission from applicants, posting of queries, tracking status of disputes/pending matters etc.
 - b. DDA dashboard – overview of applications by zone, infographics, querying and filtering of database information by date, application ID, zone, size of land, status of application etc., response to user queries, alerts regarding pending approvals from various departments/service providers
 - c. Dashboards for various departments/service providing agencies – list of applications received for approval, downloading of submitted documents, conveying of online comments/gaps regarding applications, issue of approvals/NOCs etc.

2.3.5 Automated Notifications/Alerts

- i. Provision of notifying the applicants through web portal, sms and email regarding various important dates, application status, official notifications etc.
- ii. Automated notifications and reminders through web portal, sms and email to DDA officials and other nodal officers of departments/service providing agencies at all stages of the process.

2.3.6 Issuance of E-Licenses and E-Certificates

- i. Issuing ‘Provisional Development License’ (PDL)
 - a. Hosting the land share (60-40 division) proposed by DDA for the pooled land in the form of E-Certificate with terms and conditions.
 - b. Creating an automated system for deemed approval of E-Certificate if no action is initiated by applicant during designated period.
 - c. Issuing final E-Certificate to the applicant with digital signature of the authority stating the location and exact area of land return share.
- ii. Issuing ‘Final Development License’ (FDL)
 - a. Developing a window (as per prescribed period) within which applicants must apply for FDL along with requisite documents and information.
 - b. Creating separate Sub Ids (based on sharing arrangements between different land owners in a land pool) within a Unique ID, which will be used by individual landowners to come forward in the next stage for obtaining various NOCs and commencing construction of their projects.
 - c. Issuing FDL with digital signatures.
 - d. Issuing various NOCs/approvals of various departments/agencies using digital signatures of identified nodal officers.
- iii. Issuing Occupancy Certificate
 - a. Issuing of completion certificate/occupancy certificate to completed projects with digital signatures.

2.3.7 Portal for Tradable FAR (built-space rights)

- i. Creating a database of Tradable FAR generated in each application (linked to the Unique ID in the database). The database shall contain information on ownership, reasons for Tradable FAR, quantum, sector where such Tradable FAR was generated etc.
- ii. Issuance of Tradable FAR certificates to eligible landowners/DE/Consortium.

- iii. Trading portal for Tradable FAR, with complete and real-time database of transactions in terms of seller, buyer, originating sector, receiving sector, quantum, etc.
- iv. Online marketplace with information on interested buyers and sellers, rates, etc.
- v. Online system for formally recording transactions of Tradable FAR certificates between private entities. Issue of final transfer certificate through the portal.

Note: The portal will not provide facility for online financial transactions between private parties for buying/selling of Tradable FAR.

2.3.8 E-Payment Facility

- i. High value secured payment gateway for various fees and charges
- ii. Creating a system for linking all land pooling related cheque/DD payments of External Development Charges at various offline kiosks and citizen facilitation centres with the database and documents management system.
- iii. The system should have analytics to point fraudulent transactions and raise alerts.

2.3.9 Other System Requirements

- i. The Single Window System for land pooling must be developed on an open source platform. The Source code and APIs must be provided to DDA after implementation and after every 3 months thereafter during O&M period.
- ii. The system should be hosted in any of the approved cloud providers empanelled by the MeitY, as directed by DDA. The system developed should be cloud provider agnostic and should have the capability to migrate to any other cloud providers.
- iii. The System should be STQC certified.
- iv. The system should be able to automatically run preliminary data analysis and generate reports.
- v. The approval workflow should be as per the work flow being followed by DDA hierarchy and other departments/agencies involved in the land pooling process. Such workflow rules should be flexible enough to change as desired and frozen of SRS Document.
- vi. An on-line help module should be available which shall provide detailed help for each process/report of the Application.
- vii. Support for making certain data accessible to citizens directly through the Single Window Portal, as desired by the DDA.
- viii. The system should be able to Define Roles for all users in the workflow. The system should be able to define rights to the application features for each of the roles.
- ix. The system should be able to provide log for Time and user stamping of each usage.
- x. The system should be able to prevent unauthorized access to servers and network log should be maintained for all the transactions handled.
- xi. The system should provide an end-to-end security model that protects data. Security systems should be commensurate with the overall sensitivity of the database and contents. Audit trail will be monitored and available to all authorised system users from the front end. The system should have controls incorporated in to ensure that the databases are not tampered/ altered/ modified/ deleted, except updating the records through the application by authorised personnel.
- xii. The system should enable real-time auto backup of all the information stored/uploaded in the system. PDMA shall be responsible for setting up the data recovery and backup of the data in a remote location to ensure that the data is not lost in case of any unforeseen circumstances.

- xiii. The system should facilitate Smart Search for both applicant and concerned agencies for locating the desired information
- xiv. Portal Performance Criteria to be maintained: 99% uptime with effective upload efficiency.

2.4. Other Conditions

- i. **Operations and Maintenance Period (O&M):** During the O&M period, the PDMA will have the total responsibility for operating, managing, and updating of all the systems that have been developed, installed and commissioned.
- ii. During this period any modifications/alterations in software shall be carried out free of cost by the PDMA.
- iii. The PDMA will set up a Land Pooling Operations Unit at DDA, and provide all the necessary human resources which will be necessary for successful management of the systems, and – without limiting the generality of the foregoing – will be responsible to ensure that the following activities are undertaken:
 - a. Maintenance of hardware;
 - b. Backup of recovery operations of hardware and software;
 - c. Anti-Virus updating and support;
 - d. Continuous or periodic updating of data and information related to all the modules developed;
 - e. Generation of various reports as required by DDA;
 - f. Up-gradation of system and software as and when required.
- iv. **Capacity building of DDA officials:**PDMA will be responsible to conduct workshops and other training, handholding activities for the DDA personnel, as well as providing on-the-job training in data entry and verification, preparation of reports, system maintenance and upgrading, etc.
- v. **Duration of the Contract:** The contract will initially be for a period of 5 years, including O&M, after which the contract may be renewed in the form of annual O&M contracts based on satisfactory performance.
- vi. **Others:** The PDMA will ensure that all works envisaged under the assignment are carried out in discussion with and to the satisfaction of DDA and NIUA, and will submit interim monthly progress reports during the development period, and fortnightly status reports during the entire operations period.
- vii. PDMA shall under no circumstances share any data/information provided by DDA or uploaded by various agencies and applicants in the portal with any individual/agency.

2.5. Project Team

- i. The PDMA shall deploy sufficient staff of skilled professionals and supporting staff for undertaking the project.
- ii. **Development stage:** The team should be comprised of adequate number of experts for development of software, web design, testing, security systems, data management etc. as follows:
 - a. Key professionals -
 - o Team Leader
 - o Software Development Lead/ Lead Coder
 - o User Experience and Interface Expert
 - o Database Management Expert
 - o Spatial Data Management Expert (GIS Expert)
 - o Data Security Expert

- b. Technical support staff - The team should also include sufficient support staff comprised of coders, database designers, user interface designers, and professionals trained in GIS, to undertake development and testing of the single window system.
- iii. O&M stage: The PDMA will be responsible for setting up the Land Pooling Operations Unit at DDA. PDMA should provide all necessary staff for managing the systems and operations. This should be stationed full-time at the Land Pooling Operations Unit in DDA and be composed of the following staff:
- Operations Head (Overall coordinator for O&M Phase)
 - Software Development Lead (Lead coder in-charge of any coding needs or modifications required during implementation)
 - Database Management Expert (In-charge of data management and security)
 - Systems Manager (In charge of systems, hardware troubleshooting, etc.)
 - Three Software Engineers/Coders (required for application maintenance and modification) - Any additional personnel required for managing the operations (as directed by DDA) shall be provided by the PDMA at the same cost as indicated in their financial quote.
 - Two system operators - Any additional personnel required for managing the operations (as directed by DDA) shall be provided by the PDMA at the same cost as indicated in their financial quote.
 - Two MIS/data managers - Any additional personnel required for managing the operations (as directed by DDA) shall be provided by the PDMA at the same cost as indicated in their financial quote.
 - Two GIS assistants - Any additional personnel required for managing the operations (as directed by DDA) shall be provided by the PDMA at the same cost as indicated in their financial quote.
 - Supporting office staff
 - Helpdesk staff (for user queries and other helpdesk support)

2.6 Timelines and Deliverables

The PDMA will complete all responsibilities as per the schedule given below:

S. No.	Deliverables	Completion timeline (in weeks)
A. Project Preparation and Business Blueprint Phase		
1	Detailed Project Plan	ED* + 1 week
2	Resource Deployment Plan	
3	Roles and Responsibilities of DDA and System Integrator	
4	Submission of System Requirement Specification	ED + 3 weeks
5	Submission of Solution Design Report including User and System Interfaces	
6	Training Strategy and Plan	
7	Sign off on the Software requirement specifications, Solution Design Document and Functional requirement specifications by the DDA	ED + 4 weeks
8	Plan Review and Sign Off	
B. Procurement and installation of Hardware, Network and System Software		
1	Procurement of hardware [Servers, Router, Switches, LLB, desktops, Laptops and other types of hardware] and delivery	ED + 16 weeks

	at various locations of DDA	
2	Commissioning and Installation of system software at the Land Pooling Operations Unit	ED + 20 weeks
3	Commissioning and Installation of hardware components	
4	Commissioning and Installation of networking components	
C. Application Design and Development		
1	Design and development of the Application	ED + 14 weeks
2	UAT with the PMC and selected users group	
D. Testing		
1	Preparation of various types of test cases [system, unit, integration, load]	ED + 15 weeks
2	Testing (including system test, unit test, integration test cases) and verification - Testing report along with UAT of the application	ED + 18 weeks
3	Submission of reports on testing	ED + 20 weeks
E. Application Implementation		
1	Production Environment setup including data load, full load and stress testing	ED + 22 weeks
2	Go Live including submission of user manual, source code, system manual and training manual	ED + 22 weeks
3	Go Live Acceptance	ED + 24 weeks
F. Post Go-Live		
1	Operations and Maintenance** (after G0-live) for the entire ICT Infrastructure (hardware, network and software etc.,) including submission of various reports.	Submission of MIS Reports every month Submission of QPRs every 3 months
G. Capacity Building		
1	Competency Development/ Capacity Building/Training of DDA Personnel & DDA Stakeholders'	ED + 23 weeks

* ED – Effective Date i.e. the date of signing of contract by both parties

** The O&M Phase will begin after the launch of application window and will be active till a maximum period of 5 years after effective date.

Thereafter the PDMA will submit quarterly progress reports every 3 months during the O&M period and any other reports as required by the Authority.

2.7. Project Financials and Payment Milestones

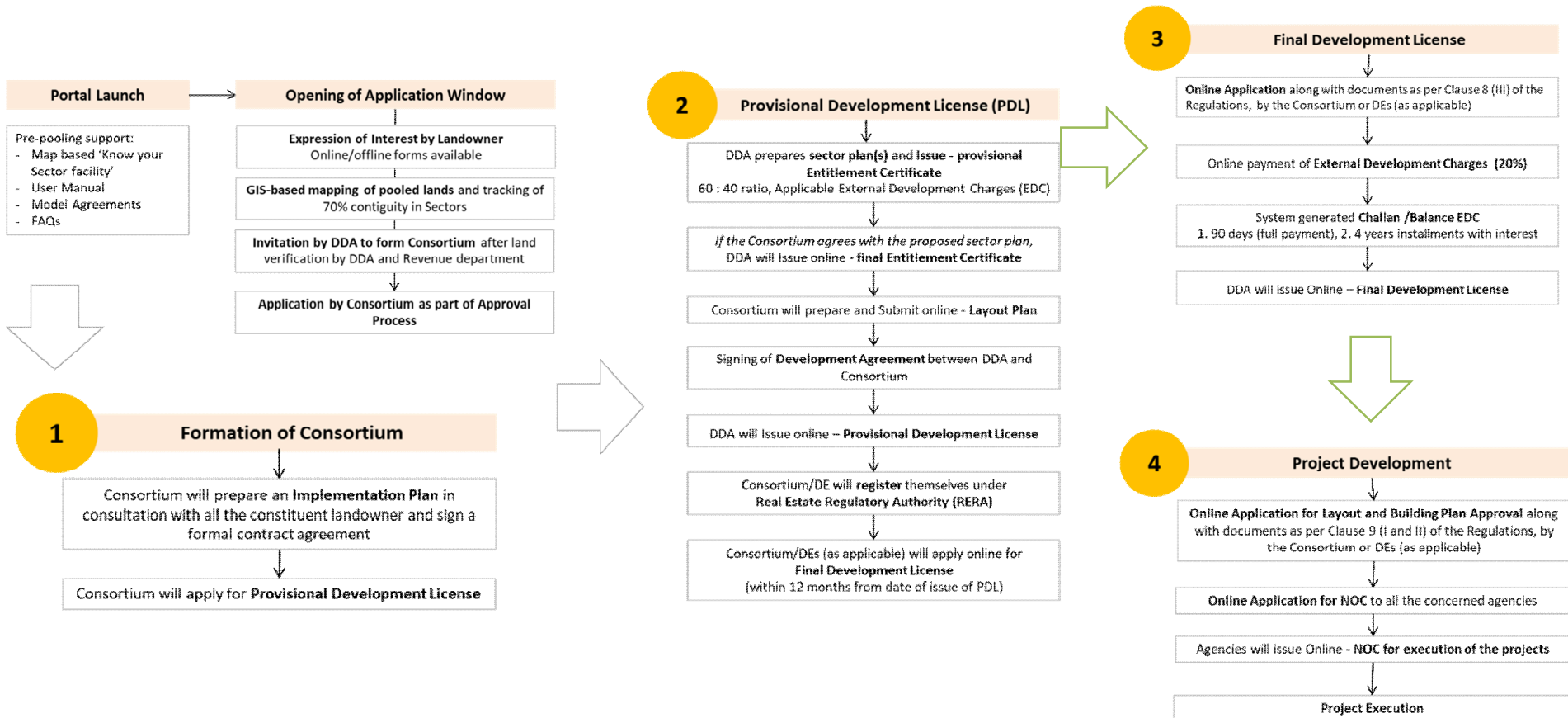
- i. The PDMA shall indicate the cost of undertaking the project under two separate heads:
 - a. **Development Fee:** will be a lump sum fee to be paid as per payment milestones set out in Clause 2.7(iv);
 - b. **Annual O&M Fee:** will be a lump sum fee to be charged for every 12-month period from the date of launch of application window, up to a maximum period of 5 years from the start of the contract. Fees for the last year of O&M will be paid on a pro-rata basis for the total number of months. Payment of O&M fee will be as per Clause 2.7(iv);

- ii. **Admissible Elements of Project Cost:**
 - a. **Development Cost:**
 - o Remuneration of key professionals as listed in Clause 2.5(ii) for the entire development period of **6** months, after which the portal will be operational. The key professionals shall remain available as advisors to the project, at no additional cost to DDA, for an additional period of 6 months till the closure of the application window. Where any key professional is not available during the application period, other experts with equivalent qualification and experience may be brought in as replacement, after due communication with and approval of DDA.
 - o Remuneration of supporting technical staff for development and testing of system
 - o Cost of software licenses (if any)
 - o .
 - o Other miscellaneous costs such as travel for meetings, institutional overheads, contingencies, etc.
 - b. **Annual O&M Cost:**
 - o Remuneration of all team members as listed in Clause 2.5(iii)
 - o Other miscellaneous costs such as institutional overheads, contingencies, etc.
- iii. **Other Costs (not to be included in financial quote)**
 - a. DDA will provide the space and infrastructure (working internet, electricity, furniture etc.) required for setting up the Land Pooling Operations Unit at DDA.
 - b. The PDMA will be required to bear web hosting charges (as per requirements indicated by DDA), which will be reimbursed by DDA on a quarterly basis. DDA will also reimburse on a quarterly basis, any charges incurred by the PDMA (as per the instructions of DDA) for procuring the services of service providers for digital certificates, payment gateways, SMS/email notifications, etc. All such reimbursable components will be as per actuals.
 - c. **Cost of necessary hardware for setting up the Land Pooling Operations Unit at DDA, including computers, scanners and printers, network infrastructure, servers, Software tools etc (Annexure-20). These items will be procured by DDA, based on the improved specifications given by the selected Bidder meeting the SLA criteria. During procurement, the selected bidder will provide handholding with DDA.**
- iv. Following will be the payment milestones under the project (Refer to Clause 30 of General Instructions, and Terms and Conditions)

Payment Milestone	Percentage of total professional fee	Tentative timelines
DEVELOPMENT FEES		
1. Signing of consultancy agreement between DDA and PDMA	5 % of Development Fees as Mobilisation Advance (Optional)	ED
2. SRS, SDD and FRS Sign off and Plan Review Sign off	5% of Development Fees	ED + 5 Weeks
3. Application Design and Development, and UAT	20% of Development Fees	ED + 9 Weeks

Approval by DDA		
4. Go-Live Acceptance: Launch of Portal and Land Pooling Application Interface(Window) after Technical and User testing	25% of Development Fees	ED + 17 Weeks
5. Close of Application Window (Post Test Phase) for Land Pooling	50% of Development Fees	ED + 25 Weeks
O&M FEES		
6. Payment of O&M fees	25% of Annual O&M fees (after review of Monthly MIS Reports and QPR)	Every 3-month period after Launch of Application Interface(Window) for Land Pooling (i.e. after ED+ 24 weeks)

SINGLE WINDOW PORTAL OVERALL PROCESS (Tentative)



3: Eligibility and Evaluation Criteria

3.1 Pre-Qualification (PQ) Eligibility Criteria

Sr. No	Qualification Criteria	Documents/Information to be provided in the submitted proposal	Compliance	Reference &Page Number
1	Covering Letter for Technical Proposal and undertaking on total responsibility	As per Annexure-12 and Annexure-13	Yes/No	
2	The responding firm / agency (a) should have made a payment of Tender Annual Charge, (b) should have submitted a EMD of amount., and (c) should have signed an MOU/Agreement in case of Consortium.	(a) DD/Online payment for Tender Annual Charge (b) The original Bank Guarantee for EMD must be furnished in the format prescribed in Annexure-14 (c) In case of Consortium of Members, the MoU/Agreement, on an appropriate Non-Judicial Stamp Paper, purchased by the Lead Partner/Member, between the Lead Partner/Member and his Consortium Member/Partner(s), as per the format given clearly depicting the roles and Responsibilities of each member(at Annexure – 15)	Yes/No	
3	Legal Entity: The Tenderer/ All Member of the Consortium (a) should be registered legal entity in India, under the Indian Companies Act, 1956 / The Partnership Act 1932 / Limited Liability Partnership Act, 2008. (b) should have been in existence for at least five years as on 31 March 2018. (c) should be registered with the relevant Tax Authorities.	a) Certificate of Incorporation b) Registration Certificate c) Goods and Service Tax (GST) and other Taxes, if any, Registration	Yes/No	
4	The Tenderer / Lead Member of Consortium should be in the business of System Integrator (Roll-	Annexure 16 - Details of Responding Firm & Memorandum & Articles of Association should be attached,	Yes/No	

	Out Single Window Application) for the last 5 years as of 31st March 2018 (FY 17-18, FY 16-17, FY 15-16, FY 14-15, FY 13-14).	and Work orders confirming year and Area of activity		
5	The Tenderer/ All Members of Consortium shall not be banned/ debarred/blacklisted by any State or Central Government/any other Government institution/Local Bodies in India, as on the last date of submission of the Bid.	Individual self-certified letter by the designated official of the bidder per Annexure-17	Yes/No	
6	Net worth of Bidder/Lead Bidder (in case of Consortium) must be positive in last three years: FY 17-18, FY 16-17, FY 15-16 (as per the audited Balance Sheet). For the purposes of this RFP, "Net Worth" mean the aggregate value of the paid-up share capital and all reserves created out of the profits and securities premium account, after deducting the aggregate value of the accumulated losses, deferred expenditure and miscellaneous expenditure not written off, as per the audited standalone balance sheet, but does not include reserves created out of revaluation of assets, write-back of depreciation and amalgamation.	Chartered Accountant Certificate by each member as per Annexure-18	Yes/No	
7	The Tenderer/ Lead Member must possess valid ISO 9001:2015 or latest as on last date of bid submission.	Copy of Certification to be attached	Yes/No	
8	The Tenderer/Member of Consortium responsible for software development & customization, should have valid CMMi Level 3 or above, on the date of Bid submission.	Copy of Certification to be attached.	Yes/No	

9	<p>Average Annual Turnover of the Tenderer / All the Consortium Members taken together - from ICT Services (ICT/GIS System Integration projects, Total Solution Provider, ICT Systems Development projects, GIS Systems Development Projects, and their Implementation Work), during the last three (3) financial years (FY 17-18, FY 16-17 and FY 15-16) as per the last published balance sheets - shall be greater than or equal to INR 20 Crore (Rupees Twenty Crore only).</p> <p>In case of Consortium bidding, the Lead Member must have Average Annual Turnover of at least INR 15 Crore during the last <u>three (3)</u> financial years (FY 17-18, FY 16-17 and FY 15-16) as per the last published balance sheets.</p>	<p>Extracts from the audited Balance sheet and Profit & Loss; OR Certificate from Statutory Auditor or Chartered Accountant; OR Copies of Work Orders with Annexure-19 OR In case the bidder submits an audited financial result, a copy of the "Limited Review report" of financial results, prepared by the statutory auditor of the firm shall also be submitted.</p>	Yes/No	
10	<p>The Tenderer/ Lead Member of the Consortium shall have experience of executing Turnkey GIS based IT Project over multiple location in India or Overseas as System Integrator - Total Solution provider - as a Portal Development and Management Agency (PDMA) for processing of the land pooling applications through ICT Services including software/application implementation, GIS based Land Management System, and their Maintenance), and should have executed / operationalised relevant projects in last 5 Years (FY 17-18, FY 16-17, FY 15-16, FY 14-15 and FY 13-14): -</p> <p>a) One project of value >= INR 5 Cr. of estimated value</p> <p>OR</p> <p>b) Two projects of value >=</p>	<p>Completed Annexure 19 supported with Work Order and Proof of Go-live/ Successful Implementation</p>	Yes/No	

	<p>INR 3 Crores of estimated value each but < INR 5 Cr.</p> <p>OR</p> <p>c) Three Projects of value >= INR 2 Crore of estimated value each but < INR 3 Cr.</p> <p>OR</p> <p>d) 5 Projects of value >= INR 1 Crore of estimated value each but < INR 2 Cr.</p> <p>(Specifically each project should have components of Software development, Portal development, GIS based Maps, Helpdesk and Application related training necessarily for this project)</p>			
11	<p>Power of Attorney/ Letter of Authority executed by the Bidder in favour of the Principal Officer or the duly Authorized Representative, certifying him as an authorized signatory for the purpose of this RFP.</p>	<p>Power of Attorney (at Annexure-21)</p>	<p>Yes/No</p>	
12	<p>Local Presence – The Tenderer/ The Lead Member of the Consortium should have its own Service Support Centres in Delhi / NCR or to give an undertaking of opening a local service support Centre after Award of the Work/Contract.</p>	<p>Relevant Documents or Undertaking signed by the Authorized Signatory with List of office (s) and support Centres in Delhi /NCR</p>	<p>Yes/No</p>	
13	<p>The Tenderer/ Lead Member (in case of Consortium) must have minimum 200 technically qualified human resources as on 31st March 2018 for this project.</p> <p>Appropriate Certifications are necessary for the top Ten Resources handling different Areas of Projects.</p>	<p>Relevant Documents or Undertaking signed by the Authorized Signatory</p>	<p>Yes/No</p>	

3.2 Technical Qualification and Evaluation Criteria

- i. Only those Tenderers who qualify Pre-Qualification Stage (Clause 3.1) will be considered for opening of their Technical Bids. Any bid not meeting the above criteria (Clause 3.1) will be summarily rejected.
- ii. **Method of selection of Preferred Bidder:** Technical Qualification and Shortlisting of applicants followed by selection on the basis of Least Cost (L1 Method).
- iii. Technical evaluation of bids will be based on the criteria given in Clause 3.2.iv below. The bid proposal should strictly be in line with the formats provided in Chapter 5. **The applicant must respond to all the technical evaluation criteria, and obtain a minimum of 80 marks (or above) to qualify for financial bid opening.**

iv. Criteria for Technical Evaluation

Technical Evaluation Marking

(Bidder has to score 60% or above in each Categories A., B., C. and D., and final score (Categories A., B., C., and D.) shall be ≥ 80 Marks out of 100 to qualify for Financial bid opening. Even if one Resource Person's Profile (provided) does not meet the specified Profile Requirements, the Bidder will not be considered for Financial Bid Opening.)

Sl.No	Criteria	Basis for Valuation	Max Marks	Supporting Documents (Forms to be used)	Ref.No.
A. Bidder's Profile (25) - Tenderer / Lead Member of the Consortium					
1.	Average Annual turnover from ICT Services – Total Solution Provider [ICT System Integration Projects, GIS System Integration project, ICT System Software Development projects, GIS Systems Development Project] in last 3 Financial Years, as on 31 March 2018 (Turnover in Rs. Crores). (Rs. 20 Crore for Bidder / Rs. 15 Crore for Lead Bidder in case of Consortium – Eligibility Criteria)	Average Annual Turnover 1. Greater than or equal to Rs. 50 Crores: 10 marks 2. Between Rs. 50 Crores and greater than or equal to Rs. 40 Crores: 8 marks 3. Between Rs. 40 Crores and greater than or equal to Rs. 30 Crores: 5 marks 4. \geq Rs. 20 Crores but $<$ Rs. 30 Crores: 3 marks 5. $<$ Rs. 20 Crores: 0 Mark	10	Annexure-4 (Form 5B given in Chapter 5) (Extracts from the audited Balance sheet and Profit & Loss; OR Certificate from the statutory auditor)	
2.	Net Worth Net Worth of Bidder Company must be Positive in last three years as on 31 March 2018, as per the audited Balance Sheet.	The marks would be based on the following: 1. \geq Rs. 5 Crore: 5 Marks 2. \geq Rs. 3 Crores but $<$ Rs. 5 Crore: 4 Marks 3. \geq Rs. 2 Crores but $<$ Rs. 3 Crores: 3 Marks 4. \geq Rs 50 Lakh but $<$ Rs. 2 Crores: 2 Marks 5. Positive but less than Rs. 50 Lakhs: 1 Mark	5	Annexure -18 (Certificate from the statutory auditor)	

3.	Certification and Credentials (valid on the date of submission of bid) ISO 9001: 2015 or latest; and SEI-CMMiL3 Certification or above	ISO9001:2015& SEI-CMMiL5: 5 Marks ISO9001:2015&SEI-CMMiL3 : 2Marks	5	Annexure- (Supported by documentary evidence.)	
4.	Empanelment Bidderhaving empaneled with any one State/Central government agencies for e-Governance project works or GIS/Survey scope of Works (valid as on date of Bid submission).	Empaneled- 5 marks	5	Empanelment certificate to be submitted	
B. Relevant Strengths (35)					
5.	Experience of end-to-end Total Service Provision: <ul style="list-style-type: none"> for bespoke e-governance projects, similar online single window systems, including software development, operations and maintenance related services for Local Body/Ministry/ Government Department/Planning Authority/Development Authority/PSU; The projects should not be of a value of less than INR 1.0 Crore; The project should have been in operations for at least 1 year; Projects should have been completed in the last 5 financial years (as on 31 March 2018) 	<ul style="list-style-type: none"> 5 Marks for each eligible Project (3 Projects) 	15	Annexure -4 (Form 5 C in Chapter 5) (Supported by documentary evidence.)	
6.	Experience of using open-source platforms: Development of bespoke e-governance projects or single window systems, for Local Body/Ministry/ Government Department/Planning Authority/PSU using open source platforms	2.5 Marks for each eligible Project (2 Projects)	5	Annexure -4 (Form 5C given in Chapter 5) (Supported by documentary evidence.)	
7.	Spatial Data: Experience in development and handling of GIS based maps for Government or its Autonomous/ PSU/Subordinate organisation/ Local Bodies etc., in India: <ul style="list-style-type: none"> Projects should have been commissioned in the past 5 Financial years (as on 31 March 2018) 	5 marks for each eligible project (2 Projects)	10	Annexure -4 (Form 5C given in Chapter 5) (Supported by documentary evidence.)	

8.	<p>Past Experience in implementation of GIS based & Integrated Property and Land Parcel based Management System, completed and operational for Government or its Autonomous / PSU/Subordinate organisation/ Local Bodies etc., in India:</p> <ul style="list-style-type: none"> • The projects should not be of a value of less than INR 1.0 Crore; • The project should have been in operations for at least 1 year; • Projects should have been completed in the last 5 financial years (as on 31 March 2018) 	2.5 Marks for each eligible Project (2 Projects)	5	Annexure -4 (Form 5C in Chapter -5) (supported by documentary evidence.)	
C. Solution Proposed, Approach and Methodology (30)					
9.	<p>Solution Proposed: Demonstration of understanding of the Department's requirements:</p> <ul style="list-style-type: none"> • The approach and methodology should reflect the conceptual implementation framework proposed by the applicant. • If required for a comprehensive understanding of the approach, methodology and work plan, the client may at its discretion ask for a presentation from applicants. 	<ul style="list-style-type: none"> ○ <u>Technical Approach and Methodology</u> (20 marks) <ul style="list-style-type: none"> ○ Objectives – 2marks ○ Approach – 2 marks ○ Structure – 2 marks ○ Design and Output of the portal- 4 marks ○ Methodology- 3 marks ○ Project risks and Bottlenecks- 3 marks ○ Technical Approach to address bottlenecks- 4 marks ○ <u>Work Plan</u> (3 marks) <ul style="list-style-type: none"> ○ Activity Breakup – 1 marks ○ Duration phasing and interrelation- 1 marks ○ Consistency with the proposed methodology – 1 marks ○ <u>Organization and staffing</u> (2 marks) <ul style="list-style-type: none"> ○ Development phase- 1 marks <p>O&M phase – 1 marks</p>	25	Annexure-4: To be submitted as per Form5E given in Chapter 5;	
10.	Presentation by the Bidder	<ul style="list-style-type: none"> • Quality of presentation and Clarity of Response (1) • Approach adopted to provide DDA with the Roadmap and Strategy for making early inroads into MOH&UA Smart City Initiatives /Ease of Doing Business (3) • Senior Management Commitment demonstrated during the presentation (1) 	5		

D. Resource Profile (10)				
11	Resume of all key technical resources proposed for the assignment. Refer Clause 3.2.v for qualification requirements Resources cannot be changed without written permission.	Relevant CVs: Team Leader – 2 marks Software Development Lead/ Lead Coder – 2 marks User Experience and Interface Expert – 2 marks Database Management Expert – 2 marks Spatial Data Management Expert – 1 mark Data Security Expert – 1 mark	10	Annexure-4 To submitted as per Form 5D given in Chapter 5
Total Marks (A. +B. + C.+ D.)			100	

(a) .For all the above, the Completion Certificate of the projects **completed** in the last 5 years (as on 31.3.2018) need to be provided which are issued to the responding firm by the respective customers.

(b) The value of the projects considered in the above criterion would be based on the Purchase Order or the LOI issued to the responding firm. In absence of the supporting documents, the projects would not be considered for evaluation.

- v. Qualification requirements of the key professionals (If minimum qualification requirement is not met (even for one key professional staff) then Financial bid will not be opened)

No	Key professional staff	Qualification requirement
1	Team Leader	Graduate (preferably post graduate) degree with at least 15 years' experience including at least 10 years of experience in IT system development. He/ She should have at least 5 years of experience in IT system development in government/public sector preferably in Single Window System design or e-governance. Experience in at least 5 similar assignments is desirable.
2	Software Development Lead/ Lead Coder	Graduate (post graduate preferred) degree in computer science, computer engineering or a related discipline with at least 10 years' experience including at least 7 years of experience in application software architecture design. He/ She should have experience of working in government/public sector preferably with Department of Industries. Experience in at least 2 similar assignments is desirable.
3	User Experience and Interface Expert	Graduate (post graduate preferred) degree in computer science, computer engineering or a related discipline with at least 10 years' experience including at least 7 years of experience in portal/web design or e-learning modules. He/ She should have experience of working in government/public sector. Experience in at least 2 similar assignments is desirable.
4	Database Management Expert	Graduate (post graduate preferred) degree in computer science, computer engineering or a related discipline with at least 10 years' experience including at least 7 years of experience in development of MIS and database

		management systems. He/ She should have experience of working in government/public sector. Experience in at least 2 similar assignments is desirable.
5	Spatial Data Management Expert	Graduate (post graduate preferred) degree in planning, geography, computer science, computer engineering or a related discipline with at least 10 years' experience including at least 7 years of experience in development of geospatial data systems. He/ She should have experience of working in government/public sector. Experience in at least 2 similar assignments is desirable.
6	Data Security Expert	Graduate (post graduate preferred) degree in computer science, computer engineering or a related discipline with at least 10 years' experience including at least 7 years of experience in IT security systems, design of secure access and biometric access systems etc. He/ She should have experience of working in government/public sector. Experience in at least 2 similar assignments is desirable.

- vi. The qualifying technical bids shall be ranked highest to lowest as per total technical score (St) obtained. The qualifying Bids shall be shortlisted as per Clause 3.2(iii) for financial evaluation in the second stage. All the qualifying Tenderers in the Technical Bid evaluation, will be invited for the financial evaluation in the second stage.

3.3 Financial Bid Evaluation

- i. The financial proposals of the firms which are not pre-qualified and shortlisted shall not be opened.
- ii. Applicants shall submit their financial quotes for the project as per the provisions of Clause 2.7 and in the format provided in Chapter 5 – Form 5F. Applicants shall submit their quotes on 2 financial bid parameters:

Component	Head	Financial bid (INR)
A	Development Fees*	
B	Annual O&M Fees* (yearly from the date of launch of Application Window : ED + 24 weeks)	

** All quotes shall be inclusive of all taxes*

- iii. **The combined value of these bid parameters will be considered for financial bid evaluation. Thus, financial bid (F) of an applicant will be given as:**

$$(F = A + 4.50B) *$$

However, Bidders shall submit OEM Upfront Warranty Certificates (in Original) to DDA. The Price Bid needs to take into account this OEM Upfront Warranty.

(* 4.50 represents Annual Operation and Maintenance after 24 weeks' period of development phase - upto 4 years 6 months).

3.4 Selection of Preferred Bidder

Selection of the final bidder for carrying out the assignment will be on a Least Cost (L1) Method. Technically qualified and shortlisted bidder with the lowest financial bid will be

selected as the Preferred Bidder. **If tie exists, then consideration for L1 shall be that**
"highest technical evaluation marks gainer of tied bidders shall be selected".

4: Other Bidding Conditions

a) General Terms and Conditions

- i. The offers should be made strictly as per the formats enclosed.
- ii. The applicant should bear all the costs associated with the preparation and submission of its proposal and DDA will in no case be responsible or liable for these costs, regardless of the conduct or outcome of bidding process.
- iii. The applicant is expected to examine all instructions, forms, terms and conditions and technical specifications in the bidding documents.
- iv. Submissions with insufficient information and which do not strictly comply with the stipulations given above, are liable for rejection.
- v. At any time, prior to the deadline of submission of proposals, DDA may modify the document/issue addenda. These addenda shall be posted at the website of DDA and shall be treated as a part of the documents.
- vi. DDA may, at its discretion, extend the deadline for submission of proposals.
- vii. DDA may, at its discretion, abandon the process of selection associated with this document anytime.

4.2 Preparation and Submission of Proposal

- i. The information on the outer sealed envelope should clearly mention; **“Proposal for selection of Portal Development and Management Agency for DDA Land Pooling Policy”**
- ii. 3 inner envelopes should clearly mention
 - Technical Proposal
 - Financial Proposal
 - Eligibility Criteria – Pre-qualification Proposal

b) Corrupt or Fraudulent Practices

- i. DDA requires that bidders under this contract observe the highest standard of ethics. In pursuance of this policy, DDA defines, for the purpose of these provisions, the terms set forth below as follows:
 - “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public servant; and
 - “Fraudulent practice” means a misrepresentation of facts in order to influence the decision to award the consultancy contract to the detriment of DDA and targeted stake holders and includes collusive practice among bidders (prior to or after the proposal submission) designed to establish bid prices at artificial non-competitive level and to deprive DDA and targeted stake holders of the benefits of free and open competition.
 - DDA will reject a proposal for award of consultancy work if it is determined that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question or in concealment of material or fact.
 - DDA will declare a bidder ineligible, either indefinitely or for a stated period of time, to be awarded a contract/contracts, if it at any time

determines that the bidder has engaged in corrupt or fraudulent practices in competing for, or in executing the consultancy contract.

- The bidder should not have been declared 'bankrupt' by any court of law.
- The bidder should not be blacklisted by Central/ State Government Department/ PSU/Government Company. Bidder also should not be under any legal action for indulging in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice with any Indian Central/ State Government Department/ PSU/Government Company.
- The seat of arbitration/disputes resolution/settlement shall be at New Delhi Arbitration clause will be the part of consultancy agreement to be signed between DDA and the selected firm.

c) **Performance Security**

- i. The successful Bidder, for due and faithful performance of its obligations and as a pre-condition for signing of Advisory Agreement with DDA, shall be required to submit 'Performance Security' of 5% of its total fee (as mentioned in 3.3 (iii)).
- ii. This security shall be in form of a bank guarantee valid up to 180 days after completion of the project or 5 years, whichever is later.

4.5. **Penalty Clause:**

If the deliverables are not submitted as per the schedule, inferior quality reports are submitted, factual information is not given, or directions given by the client (DDA) are not complied with, then penalty could be imposed. Refer Clause 10 of Sub-Agreement 2 to Master Service Agreement: Service Level Agreement and Annexure B of enclosed Draft Contract Agreement for details of penalties. If delays or inability to perform are due force majeure then the provisions of **Clause 16 of Draft Contract Agreement**(Annexure-11) will apply.

4.6. **Termination of Contract:**

- a) If the client (DDA) for any reason what so ever decides to terminate the contract, **a written notice of termination to the PDMA shall be given with a notice period of 3 months as per provision of RFP** and Fees for the work done approved till the time of termination shall be made as mutually decided between DDA and the PDMA.
- b) If the contract is terminated due to non-submission of deliverables within prescribed time schedule, inferior quality of reports, non-compliance to instructions, fraudulent practices, corrupt practices and misrepresentation, then fee for that work will not be paid and both Security Deposit and performance security deposited by PDMA will be forfeited.

5: Formats for Technical and Financial Turnover Details

Form 5 A

General Information of the firm

(To be submitted on firm's letter head)

[Using the format below, provide information about your firm]

General Information Form

1. Name of the company/Firm:
2. Legal status of the firm:
3. Date of Incorporation (dd/mm/yyyy format):
4. Whether company/firm has a valid CMMI-3 (or higher) certification for software development along with ISO -9001-2015 certification:
5. State whether applying as sole firm or lead member of a consortium:
6. If the applicant is a lead member of a consortium, furnish the details of each of the other member firms in terms of name, legal status, year of incorporation, role envisaged within the consortium as given in Form 5G.
7. Registered address, telephone, tele-fax in Delhi
.....
.....
.....
.....
8. Contact person, Designation and Address including email ID
.....
.....
.....
.....

We, [Name of the Tenderer / Lead Member of the Consortium], confirm that we have at least 200 (two hundred) fulltime resources on our permanent payroll in India as on 1st April 2018

Signature of the Consultant/Authorized representative

Note: The following supporting documents are required to be submitted with this form:

- o Certificate of Incorporation/Registration

- Valid CMMI-5 certification (or higher) for software development along with ISO 9001-2015 certification
- Power of Attorney for Signing of the RFP document (Annexure-...)
- Power of Attorney for Lead Member (in case of consortiums) (Annexure-....)
- Consortium Agreement between various firms (in case of consortiums) (Annexure-15)

Form 5 B

Financials – Annual turnover
(To be submitted on Auditor's letter head)

S.No.	Financial Year	Annual Turnover in INR (Crores)
1	2015-16	
2	2016-17	
3	2017-18	

Certificate from the Statutory Auditor

This is to certify that *[Name of the applicant]* has received the payments shown above against the respective years on account of professional fees received for ICT-related services - Total Solution Provider *[ICT System Integration Projects, GIS System Integration project, ICT Systems Application Software Development projects, GIS Systems Development Project, and O&M]*

Name of Authorized Signatory:

Designation:

Name of the firm:

(Signature of the Statutory Auditor)

Seal of the Firm

Form 5C
Bidder's Experience

(To be submitted on firm's letter head)

[Using the format below, provide information on each assignment for which your firm, and each Affiliate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an JV for carrying out consulting services similar to the ones requested under this assignment.]

Assignment Name and Project cost	Approx. value of the contract (in INR in Lacs/Crore):
Country: Location within country:	Duration of assignment (months):
Name of Client	Total No. of staff-months of the assignment:
Address	Approx. value of the services provided by your firm under the contract (in INR in Crore):
Start Date (Month/Year) Completion Date (Month/Year)	No. of professional staff-months provided by associated consultants
Name of Lead Partner	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Name of Associated Consultants, if any:	
Narrative description of the Project: (highlight project capital cost in the narration)	
Description of actual services provided by your staff within the assignment:	

Note: Project Datasheet will be considered for evaluation only if relevant work order/contract agreement and client certificate is submitted for the same.

Firm's Name:

Authorized Signature:

Note: For the purpose of evaluation of Bidders INR 60.0 (INR Sixty Only) per USD shall be considered as the applicable currency conversion rate. In case of any other currency the same shall first be converted to USD as on the date 60 (Sixty) days prior to the proposal due date and the amount so derived in USD shall be converted in to INR at the aforesaid rate. The conversion rate of such currency shall be the daily representative exchange rates published by the IMF for the relevant date.

Form 5D
CV Format

(Please use separate forms for multiple CVs)

Name of the Resource	<<insert details>>
Proposed Position	<<insert details>>
Date of Birth	<<insert details>>
Qualification Details	<<insert details – year of pass, percentage details, graduated in, college name, place>>
Language known	<<insert details>>
No. of years of Experience (post qualification)	<<insert details>>
Project details	For each project <<insert details – Project name, client name, year, roles & responsibilities of the resource>>

Form 5E
Description of Approach, Methodology and Work Plan for Performing the
Assignment/Job*

(To be submitted on firm's letter head)

a) Technical Approach and Methodology:

In this chapter you should explain your understanding of the objectives of the assignment/job, approach to the assignment/job, understanding of the expected structure, design and outputs of the portal, methodology for carrying out the activities and obtaining the expected output. You should highlight the problems/project specific risks and their importance and explain the technical approach you would adopt to address them

b) Work Plan:

The consultant should propose and justify the main activities of the assignment/job, their content and duration, phasing and interrelations, milestones (including online intimation), and issuing of licenses at different stages of pooling. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the scope of work and ability to translate them into a feasible working plan.

The work plan must also detail the plan for capacity building of DDA staff and proposed methodology for technical handover of the system to DDA.

c) Organization and staffing:

The bidders should propose and justify the structure and composition of the proposed team structure, separately for the development and O&M phases. You should list the main disciplines of the assignment, key personnel responsible and proposed support technical staff.

*Applicants may be required to make a presentation of their technical proposal as required by DDA.

Form 5F
Financial Proposal Format

Our professional fee for providing procurement services to DDA under this assignment shall be as follows:

Component	Head	Financial bid (INR)
A	Development Fee*	
B	Annual O&M Fee* (yearly from the date of launch of Application Window – ED + 6 months)	

* All quotes shall be inclusive of all taxes

* The Lowest Sum of SI.No 1 & 2 mentioned above will be considered as L1

The detailed break up of costs is as follows:

Development Fee					
S.No	Item	Cost per unit (INR)	Number	No. of months	Total Cost (INR)
1	Team Leader		1	6	
2	Software Development Lead/ Lead Coder		1	6	
3	User Experience and Interface Expert		1	6	
4	Database Management Expert		1	6	
5	Spatial Data Management Expert		1	6	
6	Data Security Expert		1	6	
7	Support Technical Staff (including software engineers, user interface designers, etc. as required at the backend for development of the system)	Lump sum			
8	Software Licenses (if any)	Lump sum			
9	Hardware cost for Land Pooling Operations Unit at DDA	Lump sum			
10	Miscellaneous (printing, travel, overheads etc.)	Lump sum			
Total Development Fee (INR)					
Annual O&M Fee					
S.No	Item	Cost per unit (INR)	Number	No. of months	Total Cost (INR)
	Operations Head		1	12	
	Software Development Lead		1	12	
	Systems Manager		1	12	
	Software Engineers/Coders* (for application maintenance, modifications etc.)		3	12	

	System Operators*		2	12	
	GIS Assistants*		2	12	
	MIS/Data Managers*		2	12	
	Helpdesk support*		1	12	
	Supporting Office Staff		1	12	
	Miscellaneous (printing, travel, overheads etc.)	Lump sum			
Total Annual O&M fee (INR)					

** Any additional personnel required for managing the operations (as directed by DDA with due notice of 2 months) shall be provided at the same cost as indicated in this financial quote*

Our offer shall be valid up to 180 days from Date of Opening of Tender (Technical Proposal).

We understand that our fee will be paid in accordance the following milestones:

Payment Milestone	Percentage of total professional fee	Tentative timelines
DEVELOPMENT FEES		
1. Signing of consultancy agreement between DDA and PDMA	5 % of Development Fees (Optional)	ED
2. SRS, SDD and FRS Sign off and Plan Review Sign off	5% of Development Fees	ED + 5 weeks
3. Application Design and Development, and UAT Approval by DDA	20% of Development Fees	ED + 9 Weeks
4. Go-Live Acceptance: Launch of Portal and Land Pooling Application Interface (Window) after Technical and User testing	25% of Development Fees	ED + 17 weeks
5. Closure of Application Window (Post Test Phase) for Land Pooling	50% of Development Fees	ED + 25 weeks
O&M FEES		
6. Payment of O&M fees	25% of Annual O&M fees (after review of Monthly MIS Reports and QPR)	Every 3-month period after Launch of Application Interface(Window) for Land Pooling (i.e. ED+ 24 weeks)

UNDERTAKING

I, son/daughter of Sh. r/o working as in M/s do hereby solemnly affirm and declare as under :

- 1) That M/s have submitted a tender for “Selection of Portal Development and Management Agency for DDA Land Pooling Policy (DDA-LPP)”
- 2) That M/s fulfills all the Pre-Qualification Eligibility Criteria mentioned in Tender Document **Pre-Qualification Bid – Compliance Sheet (Clause 14 in the RFP)** which are as follows: -

Sr. No	Qualification Criteria	Documents/Information to be provided in the submitted proposal	Compliance	Reference &Page Number
1	Covering Letter for Technical Proposal and undertaking on total responsibility	As per Annexure-12 and Annexure-13	Yes/No	
2	The responding firm / agency (a) should have made a payment of Tender Annual Charge, (b) should have submitted a EMD of amount., and (c) should have signed an MOU/Agreement in case of Consortium.	(a) DD/Online payment for Tender Annual Charge (b) The original Bank Guarantee for EMD must be furnished in the format prescribed in Annexure-14 (c) In case of Consortium of Members, the MoU/Agreement, on an appropriate Non-Judicial Stamp Paper, purchased by the Lead Partner/Member, between the Lead Partner/Member and his Consortium Member/Partner(s), as per the format given clearly depicting the roles and Responsibilities of each member(at Annexure – 15)	Yes/No	
3	Legal Entity: The Tenderer/ All Member of the Consortium (d) should be registered legal entity in India, under the Indian Companies Act, 1956 / The Partnership Act 1932 / Limited Liability Partnership Act, 2008. (e) should have been in existence for at least five years as on 31 March 2018. (f) should be registered with the relevant GST	d) Certificate of Incorporation e) Registration Certificate f) Goods and Service Tax (GST) and other Taxes, if any, Registration	Yes/No	

	Authorities.			
4	The Tenderer / Lead Member of Consortium should be in the business of System Integrator (Roll-Out Single Window Application) for the last 5 years as of 31st March 2018 (FY 17-18, FY 16-17, FY 15-16, FY 14-15, FY 13-14).	Annexure 16 - Details of Responding Firm & Memorandum & Articles of Association should be attached, and Work orders confirming year and Area of activity	Yes/No	
5	The Tenderer/ All Members of Consortium shall not be banned/ debarred/blacklisted by any State or Central Government/any other Government institution/Local Bodies in India, as on the last date of submission of the Bid.	Individual self-certified letter by the designated official of the bidder per Annexure-17	Yes/No	
6	Net worth of Lead Bidder Company must be >= INR 2 Crore in last three years:FY 17-18, FY 16-17, FY 15-16(as per the audited Balance Sheet. For the purposes of this RFP, "Net Worth" mean the aggregate value of the paid-up share capital and all reserves created out of the profits and securities premium account, after deducting the aggregate value of the accumulated losses, deferred expenditure and miscellaneous expenditure not written off, as per the audited standalone balance sheet, but does not include reserves created out of revaluation of assets, write-back of depreciation and amalgamation.	Chartered Accountant Certificate by each member as per Annexure-18	Yes/No	
7	The Tenderer/ Lead Member must possess valid ISO 9001:2015 or latest as on last date of bid submission.	Copy of Certification to be attached	Yes/No	
8	The Tenderer/Member of Consortium responsible for software development & customization, should have valid CMMi Level 3 or above, on the date of Bid submission.	Copy of Certification to be attached.	Yes/No	

9	<p>Average Annual Turnover of the Tenderer / All the Consortium Members taken together - from ICT Services (ICT/GIS System Integration projects, Total Solution Provider, ICT Systems Development projects, GIS Systems Development Projects, and their Implementation Work), during the last three (3) financial years (FY 17-18, FY 16-17 and FY 15-16) as per the last published balance sheets - shall be greater than or equal to INR 40 Crore (Rupees Forty Crore only).</p> <p>In case of Consortium bidding, the Lead Member must have Average Annual Turnover of at least INR 25 Crore during the last <u>three (3)</u> financial years (FY 17-18, FY 16-17 and FY 15-16) as per the last published balance sheets.</p>	<p>Extracts from the audited Balance sheet and Profit & Loss; OR Certificate from Statutory Auditor or Chartered Accountant; OR Copies of Work Orders with Annexure-19 OR In case the bidder submits an audited financial result, a copy of the "Limited Review report" of financial results, prepared by the statutory auditor of the firm shall also be submitted.</p>	Yes/No	
10	<p>The Tenderer/ Lead Member of the Consortium shall have experience of executing Turnkey GIS based IT Project over multiple location in India or Overseas as System Integrator - Total Solution provider - as a Portal Development and Management Agency (PDMA) for processing of the land pooling applications through ICT Services including software/application implementation, GIS based Land Management System, and their Maintenance), and should have executed / operationalised relevant projects in last 5 Years (FY 17-18, FY 16-17, FY 15-16, FY 14-15 and FY 13-14): -</p> <p>a) One project of value >= INR 5 Cr. of estimated value</p> <p>OR</p> <p>b) Two projects of value >=</p>	<p>Completed Annexure 19 supported with Work Order and Proof of Go-live/ Successful Implementation</p>	Yes/No	

	<p>INR 3 Crores of estimated value each but < INR 5 Cr.</p> <p>OR</p> <p>c) Three Projects of value >= INR 2 Crore of estimated value each but < INR 3 Cr.</p> <p>OR</p> <p>d) 5 Projects of value >= INR 1 Crore of estimated value each but < INR 2 Cr.</p> <p>(Specifically each project should have components of Software development, Portal development, GIS based Maps, Helpdesk and Application related training necessarily for this project)</p>			
11	<p>Power of Attorney/ Letter of Authority executed by the Bidder in favour of the Principal Officer or the duly Authorized Representative, certifying him as an authorized signatory for the purpose of this RFP.</p>	<p>Power of Attorney (at Annexure-21)</p>	<p>Yes/No</p>	
12	<p>Local Presence – The Tenderer/ The Lead Member of the Consortium should have its own Service Support Centres in Delhi / NCR or to give an undertaking of opening a local service support Centre after Award of the Work/Contract.</p>	<p>Relevant Documents or Undertaking signed by the Authorized Signatory with List of office (s) and support Centres in Delhi /NCR</p>	<p>Yes/No</p>	
13	<p>The Tenderer/ Lead Member (in case of Consortium) must have minimum 200 technically qualified human resources as on 31st March 2018 for this project.</p> <p>Appropriate Certifications are necessary for the top Ten Resources handling different Areas of Projects.</p>	<p>Relevant Documents or Undertaking signed by the Authorized Signatory</p>	<p>Yes/No</p>	

3) M/s accepts unconditionally all the terms & conditions of the tender document.

4) That I have been authorized by M/s to sign this undertaking.

(Please enclose the copy of the resolution of Board of Directors of the Company for the authorization.)

Deponent

Verification:

I, the above named deponent do hereby solemnly affirm and declare that my above statements are true and correct and nothing has been concealed there from.

Place:

Date:

Deponent

INDEMNITY BOND

THIS BOND is made on this day of, 2018 by M/s..... through Shri..... duly authorized representative of the (hereinafter referred to as which expression shall unless context requires different or another meaning, include its successors, administrators and assigns) in favour of the Delhi Development Authority, a body corporate constituted under Section 3 of Delhi Development Act, 1957 (hereinafter called "The Authority" which expression shall include its successors and assigns).

WHEREAS has entered into an agreement executed on, 2018 with the Authority (hereinafter referred to as "The said Agreement") for the "Selection of Portal Development and Management Agency for DDA Land Pooling Policy (DDA-LPP)"

AND WHEREAS M/s..... has to indemnify the DDA against any loss or damage that DDA may sustain on account of any claims made by its employees for any loss / damage payment etc during performance of his duty in DDA or on any account as aforesaid.

Now therefore, in consideration of the said Agreement, the executant..... hereby undertakes to indemnify DDA and shall always keep it indemnified against any loss, damage that it may sustain or any claim made against it or any proceedings that may be taken out against any claims made by its employees for any loss / damage payment etc during performance of his duty in DDA.

Now, therefore, in witness thereof the executant Company has set its hand through its authorized representative on the day, month and the year first mentioned herein above.

EXECUTANT

For M/s
Authorized representative
(of Bidder or Lead Member in case of
Consortium)

Witness:

- 1.
- 2.

General Instructions to bidder

The Dy. Director (Systems) on behalf of Delhi Development Authority invites online tenders from firm/ contractor of repute in **Three bid systems** (PQ Bid, Technical bid and Financial bid) for the following work:

S.No.	REFERENC	Name of Work & Location	Earnest Money	Last Date & time of submission of on-line tender	Time & date of Opening of PQ Bid
1	2	3	4	5	6
1	F10(40)2017/Sys	"Selection of Portal Development and Management Agency for Delhi Land Pooling Policy (Delhi-LPP)"	Rs. 9.44lakhs	3:30 PM on 15.04.2019	3:30 PM on Intimated later

- The tender document consisting of eligibility criteria, scope of work, and other details to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen from website <http://eprocure.gov.in/eprocure/app> or www.dda.org.in free of cost.

Intending agencies/tenderers need to register themselves on the E-Tendering Website <http://eprocure.gov.in/eprocure/app>. Aspiring Bidders/ Suppliers who have not enrolled/registered in e-procurement should enroll/register before participating. The portal enrollment is free of cost. Bidders are advised to go through instructions provided at Annexure-X regarding '**Instructions for online Bid Submission**'. For any further clarification Contact on 24x7 Help Desk - Toll Free No. **1800 30702232** or send a mail over to – **cppp-nic@nic.in**.

If needed they can be imparted training on online tendering process as per details available on the website. The intending bidder must have valid class-II or class-III digital signature to submit the bid.

- Bidders registered in Contractor's Registration Board(CRB) of DDA are required to pay the e-tendering annual charges as under :

S.No	Class of Contractor	Amount to be paid p.a.
1	Class-I	Rs. 20,000
2	Class-II	Rs. 16,000
3	Class-III	Rs. 14,000
4	Class-IV	Rs. 10,000

5	Class-V	Rs. 6,000
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The bidders who are not registered in DDA and wish to bid in DDA tenders are required to pay annual charge of e-tendering of Rs. 20,000.

- 3 Proof of registration (if applicable) and the proof of payment i.e., RTGS/NEFT number and its scan copy is to be uploaded in the technical bid.
- 4 Bidders are to submit "**Integrity Pacts**" (Annexure-10) on Rs. 100 non-judicial stamp paper in two original copies.
- 5 Earnest money shall be deposited through RTGS/NEFT in the account of Sr. A.O. Cash Main, D.D.A having account No. 1014042405 with Central Bank of India, Vikas Sadan, I.N.A. Branch, New Delhi (IFSC Code CBIN0282695). The unique transaction reference of RTGS/NEFT shall have to be uploaded by the tenderer at Central Public Procurement Portal (<http://eprocure.gov.in/eprocure/app>) by the prescribed date. The Director (Systems) will get earnest money verified from Sr. A.O. Cash Main based on the unique transaction reference number against each RTGS/NEFT payment before the tenders are opened

Earnest money has to be deposited through transaction and the unique transaction reference of RTGS/NEFT against EMD shall be placed online at respective location before bid submission closing date & time.

Online tender documents submitted by intending bidders shall be opened only of those bidders, whose Earnest Money Deposit and other documents placed in the specified location are found in order.

Instructions for Online Bid Submission

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>

- 1) Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the contractors/bidders on the e-Procurement/e-tender portal is a prerequisite for e-tendering.
- 2) Bidder should do the enrollment in the e-Procurement site using the "**Online Bidder Enrollment**" option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide the correct/true information including valid email id. All the correspondence shall be made directly with the contractors/bidders through email id provided.
- 3) Bidder need to login to the site thro' their user ID/ password chosen during enrollment/registration.
- 4) Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/SmartCard, should be registered.
- 5) The DSC that is registered only should be used by the bidder and should ensure safety of the same.
- 6) Contractor/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
- 7) After downloading / getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as asked, otherwise bid will be rejected.
- 8) If there are any clarifications, this may be obtained through Help desk. Bidder should take into account the corrigendum published before submitting the bids online.
- 9) Bidder then logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then by giving the password of the e-Token/Smartcard to access DSC.
- 10) Bidder selects the tender which he/she is interested in by using the search option & then moves it to the 'my tenders' folder.
- 11) From my tender folder, he selects the tender to view all the details indicated.
- 12) It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.

- 13) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/xls/rar formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through rar and the same can be uploaded, if permitted. However of the file size is less than 1 MB the transaction uploading time will be very fast.
- 14) If there are any clarifications, this may be obtained through the site, or during the pre-bid meeting if any. Bidder should take into account the corrigendum published from time to time before submitting the online bids.
- 15) The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
- 16) Bidder should submit the EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender or as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.
- 17) While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.
- 18) The bidder has to select the payment option as offline to pay the EMD as applicable and enter details of the instruments.
- 19) The details of payments made through RTGS/NEFT should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable or liable for rejection.
- 20) The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.
- 21) The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
- 22) If the price bid format is provided in a spread sheet file like BoQ_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the

relevant columns. The Priced-bid/BOQ template must not be modified / replaced by the bidder; else the bid submitted is liable to be rejected for this tender.

- 23) The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.
- 24) After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.
- 25) The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
- 26) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
- 27) Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 28) The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
- 29) The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.
- 30) For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Parallely for any further queries, the bidders are asked to contact over phone: 1800 3070 2232 or send a mail over to cphp-nic@nic.in.

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head of the Bidder/
Lead Member in case of Consortium)

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. In case any provisions of this tender are found violated, then your department/ organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,
(Signature of the Bidder, with Official Seal)

INTEGRITY PACT

To

.....
.....
.....

Sub: RFP No. for the Work

Dear Sir,

It is here by declared that DDA is committed to follow the principle of transparency, equity and competitiveness in public procurement.

The subject Notice Inviting Tender (NIT) is an invitation to offer made on the condition that the Bidder will sign the integrity Agreement, which is an integral part of tender / bid documents, failing which the tenderer / bidder will stand disqualified from the tendering process and the bid of the bidder would be summarily rejected.

This declaration shall form part and parcel of the Integrity Agreement and signing of the same shall be deemed as acceptance and signing of the integrity Agreement on behalf of the DDA.

Yours faithfully

Director (Systems)

To,

Director (Systems),

.....,

.....

Sub: Submission of Tender for the Work of

Dear Sir,

I / We acknowledge that DDA is committed to follow the principles there of a enumerated in the integrity Agreement enclosed with the tender/bid document.

I / We agree that the Notice Inviting Tender (NIT) is an invitation to offer made on the condition that I / We will sign the enclosed integrity Agreement, which is an integral part of tender documents, failing which I / We will stand disqualified from the tendering process.

I / We acknowledge that THE MAKING OF THE BID SHALL BE REGARDED AS AN UNCONDITIONAL AND ABSOLUTE ACCEPTANCE of this condition of the NIT.

I / We confirm acceptance and compliance with the Integrity Agreement in letter and spirit and further agree that execution of the said Integrity Agreement shall be separate and distinct from the main contract, which will come into existence when tender/bid is finally accepted by DDA I / We acknowledge and accept the duration of the Integrity Agreement, which shall be in the line with Article-1 to the enclosed Integrity Agreement.

I / We acknowledge that in the event of my/our failure to sign and accept the Integrity Agreement, while submitting the tender/bid, DDA shall have unqualified, absolute and unfettered right to disqualify the tenderer / bidder and reject the tender/bid is accordance with terms and conditions of the tender/bid.

Yours faithfully

(Duly authorized signatory of the Bidder)

To be signed by the bidder and same signatory competent / authorized to sign the relevant contract on behalf of DDA, in on Non-Judicial Stamp Paper (INR 100) purchased by Bidder/Lead Member in case of Consortium.

INTEGRITY AGREEMENT

This Integrity Agreement is made aton this Day of 20

BETWEEN

Chairman DDA represented through Director (Systems),

.....

(Name of Division)

DDA, (Hereinafter referred as the

(Address of Division)

‘Principal / Owner’, which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

AND

.....

(Name and Address of the Individual / firm / Company)

through (Hereinafter referred to as the

(Details of duly authorized signatory)

“Bidder / Contractor” and which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

Preamble

WHEREAS the Principal /Owner has floated the Tender (RFP No.

.....) (hereinafter referred to as "Tender / Bid") and intends to award, under laid down organizational procedure, contract for

.....
(Name of Work)

Hereinafter referred to as the "Contract".

AND WHEREAS the Principal / Owner values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness / transparency in its relation with its Bidder(s) and Contractor(s).

AND WHEREAS to meet the purpose aforesaid both the parties have agreed to enter into this integrity Agreement (hereinafter referred to as "Integrity Pact" or "Pact"), the terms and conditions of which shall also be read as integral part and parcel of the Tender / Bid documents and Contract between the parties.

NOW, THEREFORE, in consideration of mutual covenants contained in this Pact, the parties hereby agree as follows and this Pact witnesses as under:

Article 1: Commitment of the Principal / Owner

(1) The Principal / Owner commits itself to take all measures necessary to prevent corruption and to observe the following principles:

- a) No employee of the Principal / Owner, personally or through any of his/her family members, will in connection with the Tender, or the execution of the Contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
- b) The Principal / Owner will, during the Tender process, treat all Bidder(s) with equality and reason. The Principal / Owner will, in particular, before and during and Tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the Tender process or the Contract execution.
- c) The Principal / Owner shall endeavour to exclude from the Tender process any person, whose conduct in the past has been of biases nature.

(2) If the Principal / Owner obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal code (IPC) / Prevention of Corruption Act, 1988 (PC Act) or is in violation of the principles herein mentioned of if there be a substantive suspicion in this regard, the Principal / Owner will inform the Chief Vigilance Officer and in addition can also initiate disciplinary actions as per its internal laid down policies and procedures.

Article 2: commitment of the Bidder(s) / Contractor(s)

(1) It is required that each Bidder / Contractor (including their respective officers, employees and agents) adhere to the highest ethical standards, and report to the Government / Department all suspected acts of fraud or corruption or Coercion or Collusion of which it has

knowledge or becomes aware, during the tendering process and throughout the negotiation or award of a contract.

(2) The Bidder(s) / Contractor(s) commits himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in Tender process and during the Contract execution.

- a) The Bidder(s) / Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal / Owner's employees involved in the Tender process or execution of the Contract or to any third person any material or other benefit which he / she is not legally entitled to, in order to obtain in exchange any advantage to any kind whatsoever during the Tender process or during the execution of the Contract.
- b) The Bidder(s) / Contractor(s) will not enter with other Bidder(s) into any undisclosed agreement or understanding, whether formal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to cartelize in the bidding process.
- c) The Bidder(s) / Contractor(s) will not commit any offence under the relevant IPC / PC Act. Further the Bidder(s) / Contractor(s) will not use improperly, (for the purpose of competition or personal gain), or pass on to others, any information or documents provided by the principal / Owner as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
- d) The Bidder(s) / Contractor(s) of foreign origin shall disclose the names and addresses of agents/representatives in India, if any. Similarly Bidder(s) / Contractor(s) of Indian Nationality shall disclose names and addresses of foreign agents / representatives, if any. Either an Indian agent on behalf of the foreign principal or the foreign principal directly could bid in a tender but not both. Further, in cases where an agent participates in a tender on behalf of one manufacturer, he shall not be allowed to quote on behalf of another manufacturer along with the first manufacturer in a subsequent / parallel tender for the same item.
- e) The Bidder(s) / Contractor(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the Contract.

(3) The Bidder(s) / Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

(4) The Bidder(s) / Contractor(s) will not directly or through any other person or firm indulge in fraudulent practice means a willful misrepresentation or omission of facts or submission of fake / forged documents in order to induce public official to act in reliance thereof, with the purpose of obtaining unjust advantage by or causing damage to justified interest of others and/or to influence the procurement process to the detriment of the Government interest.

(5) The Bidder(s) / Contractor(s) will not, directly or through any other person or firm use Coercive Practices (means the act of obtaining something, compelling an action or influencing a decision through intimidation, threat or the use of force directly or indirectly, where potential or actual injury may befall upon a person, his/her reputation or property to influence their participation in the tendering process).

Article3: Consequences of Breach

Without prejudice to any rights that may be available to the principal / Owner under law or the Contract or its established policies and laid down procedures, the principal/Owner shall have the following rights in case of breach of this Integrity Pact by the Bidder(s) / Contractor(s) and the Bidder / Contractor accepts and undertakes to respect and uphold the Principal / Owner's absolute right:

1. If the Bidder(s) / Contractor(s), either before award or during execution of Contract has committed a transgression through a violation of Article 2 above or in any other form, such as to put his reliability or credibility in question, the Principal / Owner after giving 14 days' notice to the contractor shall have powers to disqualify the Bidder(s) / Contractor(s) from the Tender process or terminate/determine the Contract, if already executed or exclude the Bidder / Contractor from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of transgression and determined by the Principal/Owner. Such exclusion may be forever or for a limited period as decided by the Principal / Owner.
2. Forfeiture of EMD / Performance Guarantee / Security Deposit: If the Principal / Owner has disqualified the Bidder(s) from the Tender process prior to the award of the Contract or terminated / determined the Contract or has accrued the right to terminate / determine the Contract according to Article 3(1), the Principal / Owner apart from exercising any legal rights that may have accrued to the Principal / Owner, may in its considered opinion forfeit the entire amount of Earnest Money Deposit, Performance Guarantee and Security Deposit of the Bidder / contractor.
3. Criminal Liability: If the Principal / Owner obtains knowledge of conduct of a Bidder or Contractor, or of an employee or a representative or an associate of a Bidder or Contractor which constitutes corruption within the meaning of IPC Act, or if the Principal / Owner has substantive suspicion in this regard, the Principal / Owner will inform the same to law enforcing agencies for further investigation.

Article 4: Previous Transgression

1. The Bidder declares that no previous transgressions occurred in the last 5 years with any other Company in any country confirming to the anticorruption approach or with Central Government or State government or any other Central / State Public Sector Enterprises in India that could justify his exclusion from the Tender process.
2. If the Bidder makes incorrect statement on this subject, he can be disqualified from the Tender process or action can be taken for banning of business dealings / holiday listing of the Bidder / Contractor as deemed fit by the Principal / Owner.
3. If the Bidder / Contractor can prove that he has resorted / recouped the damage caused by him and has installed a suitable corruption prevention system, the Principal / Owner may, at its own discretion, revoke the exclusion prematurely.

Article 5: Equal Treatment of all Bidders / Contractor / Subcontractors

1. The Bidder(s) / Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact. The Bidder / Contractor

shall be responsible for any violation(s) of the principles laid down in this agreement / Pact by any of its Subcontractors/sub / vendors.

2. The Principal / Owner will enter into Pacts on identical terms as this one with all Bidders and contractors.
3. The Principal / Owner will disqualify Bidders, who do not submit, the duly signed Pact between the Principal/Owner and the bidder, along with the Tender or violate its provisions any stage of the Tender process.

Article 6 - Duration of the Pact

This pact begins when both the parties have legally signed it. It expires for the Contractor / Vendor 12 months after the completion of work under the contract or till the continuation of defect liability period, whichever is more and for all other bidders, till the Contract has been awarded.

If any claim is made/lodged during the time, the same shall be binding and continue to be valid despite the lapse of this Pacts as specified above, unless it is discharged determined by the Competent Authority, DDA.

Article 7 – Other Provisions

- (1) This pact is subject to Indian Law, place of performance and jurisdiction is the Head Quarters of the Division of the Principal / Owner, who has floated the Tender.
- (2) Changes and supplements need to be made in writing. Side agreements have not been made.
- (3) If the Contractor is a partnership or a consortium, this Pact must be signed by all the partners or by one or more partner holding power of attorney signed by all partners and consortium members. In case of a Company, the Pact must be signed by a representative duly authorized by board resolution.
- (4) Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- (5) It is agreed term and condition that any dispute or difference arising between the parties with regard to the terms of this Integrity Agreement / Pact, any action taken by the Owner / Principal in accordance with this Integrity Agreement / Pact or interpretation thereof shall not be subject to arbitration.

Article 8 - LEGAL AND PRIOR RIGHTS

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and/or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both the parties agree that this Integrity Pact will have precedence over the Tender / Contract documents with regard any of the provisions covered under this Integrity Pact.

IN WITNESS WHERE OF the parties have signed and executed this Integrity Pact at the place and date first above mentioned in the presence of following witnesses:

.....

(For and on behalf of Bidder/Contractor [each Consortium Member, in case of Consortium])

.....

(For and on behalf of Principal/Owner)

WITNESSES:

1.

(Signature, name and address)

2.

(Signature, name and address)

Place:

Dated:

Draft of Comprehensive Agreement

Note: Draft of Comprehensive Agreement is published as separate document (as Annexure 11)

Annexure 12: Covering Letter for Proposal

To:

<Location, Date>

<Name>

<Designation>

<Address>

<Phone Nos.>

<Fax Nos.>

<email id>

Subject: Submission of the Technical bid for <Name of the Systems Implementation assignment>

Dear Sir/Madam,

We, the undersigned, offer to provide Systems Implementation solutions to the DDA, Delhi on <Name of the Systems Implementation engagement> with your Request for Proposal dated <insert date> and our Proposal. We are hereby submitting our Proposal, which includes this Technical bid and the Financial Bid sealed in a separate envelope.

We hereby declare that all the information and statements made in this Technical bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our Proposal is accepted, to initiate the Implementation services related to the assignment not later than the date indicated in Fact Sheet.

We agree to abide by all the terms and conditions of the RFP document. We would hold the terms of our bid valid for <180> days as stipulated in the RFP document.

We hereby declare that we are not insolvent, in receivership, bankrupt or being wound up, our affairs are not being administered by a court or a judicial officer, our business activities have not been suspended and we are not the subject of legal proceedings for any of the foregoing.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [*In full and initials*]: _

Name and Title of Signatory: _____

Name of Firm: __

Address: _____

Location: _____ Date: _____

Annexure 13: Undertaking on Total Responsibility

No. Date:

To:

Dear Sir,

Sub: Self certificate regarding Total Responsibility

This is to certify that we undertake total responsibility for the successful and defect free operation of the proposed Project solution, as per the requirements of the RFP for **Selection of Portal Development and Management Agency for Delhi Land Pooling Policy** - IT enablement of DDA for the scope given in this RFP.

Thanking you,

Yours faithfully

(Signature of the Authorized signatory of the Bidding Organisation)

Name :

Designation :

Date :

Time :

Seal :

Business Address:

Annexure 14: Bank Guarantee for Earnest Money Deposit

To,

<Name>

<Designation>

<Address>

<Phone Nos.>

<Fax Nos.>

<Email id>

Whereas <Name of the bidder> (hereinafter called 'the Bidder') has submitted the bid for Submission of RFP #<RFP Number> dated<Date> for <Name of the assignment> (hereinafter called "the Bid") to DDA, Delhi

Know all Men by these presents that we <> having our office at <Address> (hereinafter called "the Bank") are bound unto the DDA (hereinafter called "the Purchaser") in the sum of Rs. <Amount in figures> (Rupees<Amount in words> only) for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this <Date>

The conditions of this obligation are:

If the Bidder having its bid withdrawn during the period of bid validity specified by the Bidder on the Bid Form;
or

If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of validity of bid

(a) Withdraws his participation from the bid during the period of validity of bid document; or

(b) Fails or refuses to participate in the subsequent Tender process after having been short listed;

We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to <insert date> and including <extra time over and above mandated in the RFP> from the last date of submission and any demand in respect thereof should reach the Bank not later than the above date.

NOTWITHSTANDING ANYTHING CONTAINED HEREIN:

Our liability under this Bank Guarantee shall not exceed Rs. <Amount in figures> (Rupees <Amount in words> only)

This Bank Guarantee shall be valid up to <insert date>)

It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this Bank Guarantee that we receive a valid written claim or demand for payment under this Bank Guarantee on or before <insert date> failing which our liability under the guarantee will automatically cease.

(Authorized Signatory of the Bank)

Seal:

Date:

Annexure 15 –Roles and Responsibilities of Consortium Members (if proposed) and their Details

Sl.No	Member	Role	Responsibility
1.			
2.			
3.			

Annexure 16- Particulars of the Bidder

Lead Member/Prime Bidder

Sl. No	Information Sought	Details to be Furnished
A	Name and address of the Bidder	
B	Incorporation status of the firm (public limited / private limited, etc.)	
C	Year of Establishment	
D	Date of registration	
E	ROC Reference No.	
F	Details of company registration	
G	Details of registration with appropriate authorities for GST	
H	Name, Designation, Address, email, Phone nos. and Mobile Number of Contact Person	

Member 2

Sl. No	Information Sought	Details to be Furnished
A	Name and address of the Bidder	
B	Incorporation status of the firm (public limited / private limited, etc.)	
C	Year of Establishment	
D	Date of registration	
E	ROC Reference No.	
F	Details of company registration	
G	Details of registration with appropriate authorities for GST	
H	Name, Designation, Address, email, Phone nos. and Mobile Number of Contact Person	

Member 3

SI. No	Information Sought	Details to be Furnished
A	Name and address of the Bidder	
B	Incorporation status of the firm (public limited / private limited, etc.)	
C	Year of Establishment	
D	Date of registration	
E	ROC Reference No.	
F	Details of company registration	
G	Details of registration with appropriate authorities for GST	
H	Name, Designation, Address, email, Phone nos. and Mobile Number of Contact Person	

Annexure 17: Declaration that the bidder (and Consortium members if any) has not been blacklisted

(To be submitted on the Letterhead of the responding agency)

{Place}

{Date}

To,

Ref: RFP Notification no <xxxx> dated <dd/mm/yy>

Subject: Self Declaration of not been blacklisted in response to the **RFP for Selection of Portal Development and Management Agency for Delhi Land Pooling Policy, Tender No<xxx>>**.

Dear Sir,

We confirm that our company, _____ and the Consortium Members (if any), is /are not blacklisted as on date, in any manner whatsoever by any of the State/UT and/or Central Government & their PSUs, and/or Local Bodies, in India on any ground including but not limited to indulgence in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

Place:

Date:

Bidder's Company Seal:

Authorized Signatory's Signature:

Authorized Signatory's Name and Designation:

Note: The Bidder shall necessarily provide a copy of 'Power of Attorney' authorizing the signatory for signing the Bid on behalf of the Bidder in its Pre-Qualification Bid.

Annexure 18: Chartered Accountant Certificate for Net Worth*(To be submitted on the Letterhead of the responding agency)*

{Place}

{Date}

To,

Ref: RFP Notification no <xxxx> dated <dd/mm/yy>

Subject: Declaration of net worth in response to the **RFP for Selection of Portal Development and Management Agency for DDA Land Pooling Policy, Tender No<xxx>>**

We have examined the books of accounts and other relevant records of M/s (Name of Company), Address, for the financial year 2017-2018, 2016-2017 and 2015-16. On the basis of such examination and according to information & explanation given to us, and to the best of our knowledge & belief, we hereby certify that the net worth of M/s Company name as at the end of financial year 2017-2018, 2016-2017, 2015-16 was as below.

Financial Year	Net Worth (Book Value in INR Lacs)
2017-2018	
2016-2017	
2015-2016	

Copy of summarized and audited balance sheets is attached for your reference.

Place:

Date:

Chartered Accountants Company Seal:

Authorized Signatory's Signature:

Authorized Signatory's Name and Designation:

Annexure-19 : Copies of Work Orders of relevant projects

Bill of Material for Hardware and Software Tools

These items will be procured by DDA, based on the improved specifications given by the selected Bidder meeting the SLA criteria. During procurement, the selected bidder will provide handholding with DDA.

Bill of Material required for Setting of 10 Node LAN

Sl.No	Description	Quantity
1	Router with 3 Fast Ethernet pots and minimum 2 WAN slots for E1/PRI/ Serial interface	1
2	Unified Threat Management system with Firewall, App Control, IPS, DLP, Gateway Antivirus, WebFiltering, Anti-Spam, Wireless Controller	1
3	24 port Layer 3 core Switch with 2 Nos of SFP ports and 5 years support	1
4	24 port Non POE layer switch with 2 Nos of SFP ports and 5 years warranty	1
5	2 Processor Rack server with 512 GM RAM, 2 TB Hardisk with 5 Years support	1
6	Desktop i5 with 8 GM RAM , 1 TB Hardisk with Windows Professional with 5 years support	10
7	Multifunction printer	10
8	Structured UTP cables, 10 m Patch Panel and Patch cord, 24 U Rack for 20 Nodes LAN	1
9	Open GIS Software Tools	1
10	Open Source RDBMS Software Tools	1

Specification	Title	Bid Requirement
Router with 3 Fast Ethernet ports and minimum 2 WAN slots for E1/PRI/Serial interface	Type of Router	WAN
	No. of Gigabit Ethernet (10/100/1000 Base-T) Interface Ports	3
	No. Of Serial WAN Port	0
	No. 1G SFP Slot (Fiber / Copper)	2
	No. of 10G SFP+ Slot (Fiber / Copper)	0
	No. of v.35 WAN Interface	0
	No. of E1 (G.703) WAN Interface	0
	Number of Gigabit Ethernet (10/100/1000 Base-T) LAN Ports	3
	Ethernet LAN PORT	Non PoE
	Packet forwarding rate (MPPS)	0
	Aggregated Throughput (Mbps)	100
	Support for Redundant Power Supply	1
	No. of 3G/4G Interface Card	0
	No. of Free Slots (Low density)	2
	No. of Free Slots (High density)	1
	Routing Protocols from day-1	IPv4, IPv6, static routes, RIP1 & RIPv2, OSPF, EIGRP, BGP, IS-IS, IGMPv3, PIM SM, RSVP,HSRP, IPv4-to-IPv6 Multicast
	Network Management Protocols	Telnet, Simple Network Management Protocol Version 3 (SNMPv3), Secure Shell (SSH) Protocol, command-line interface (CLI), and HTTP management, RADIUS and TACACS+
	IPsec Throughput (Mbps)	90
	IPsec Encryption	NA
	Security Protocol	Access control lists
	Support for QoS	Available
	Wattage (Watt)	42
	Dimension / Form Factor(RU)	1
	Operating Temperature Range(Degree C)	0° to 40°C
Operating Humidity (RH) (%)e	10-85%	
IPv6 Ready	Yes	
On Site OEM Warranty (Year)	5	

Specification	Title	Bid Requirement
Desktop i5 with 8 GM RAM ,1 TB Hardisk with Windows Professional with 5 years support	Processor Generation	7 or higher
	Number of cores per processor	6 or higher
	Processor Base Frequency	3 Ghz
	Processor Description	Intel Core i5
	Cache	8 GB
	Chipset Series	Q series
	Chipset Number	Intel Q370
	Expansion Slots (PCIe x4)	min 1
	Expansion Slots (PCIe x16)	min 1
	Expansion Slots (M.2)	min 2
	Graphics Type	Integrated
	Operating System	Windows 10 Professional
	OS Certification	Windows
	Type of RAM	DDR 4
	RAM Size	
	RAM Speed	2666 MHz
	Total numbers of DIMM slots available	4
	Number of DIMM slots populated	1
	RAM Expandability up to (using spare DIMM slots in GB)	Upto 64GB
	Total number of internal bays available	1
	Number of 3.5 inches internal bays	1
	Number of 3.5 inches internal bays populated	1
	Type of Drives used to populate the internal bays	HDD
	Number of internal bays populated with HDD	1
	Capacity of each HDD	1000 GB 7200 RPM
	Total HDD Capacity	1000 GB
	Cabinet Form Factor	SFF (7 to 13 litres)
External Bays (Number)	1	
Optical Drive	DVD R/W	

Internal Speaker	Yes
Audio	in
Audio	out
Headphone Out	Yes
Microphone	in
Number of Ethernet Ports	1
Type of Ethernet Ports	10/100/1000 on board Integrated Gigabit port.
USB Port 2.0	4
USB Port 3.0/3.1 Gen 1 port	2
USB Port 3.0/3.1 Gen 2 port	4
VGA	1
DP Ports	2
Monitor Technology	TN
LED Backlit Monitor Size	19.5 inches
Monitor Resolution	1600x900 Pixels
Number of VGA ports in the monitor	1
Minimum Power Efficiency Range	90
ROHS Compliance	Yes
BEE/Energy Star for the given Model	Yes
Mouse Connectivity	Wired
Type of Mouse	Optical Scroll
Keyboard Connectivity	Wired
Type of Keyboard	Standard
Minimum operating temperature	5 degree C
Maximum operating temperature	35 degree C
Minimum operating humidity (%RH)	5
Maximum operating humidity (%RH)	90
On Site OEM Warranty	5 Years
OEM Authorization	yes

Specification	Title	Bid Requirement
Unified Thread Management system with Firewall, App Control, IPS, DLP, Gateway Antivirus, Web-Filtering, AntiSpam, Wireless Controller-512 AP's, SD-WAN, SSL VPN services	Throughput (Gbps)	36
	Concurrent Session (Number)	8000000
	New session per second	300000
	Integrated interface	"GE copper ",GE Small Form-Factor Pluggable (SFP),SFP+
	No. of Integrated interface	10-GE Copper, 8-GE SFP, 2-10GE SFP+
	IPsec VPN peers (Users)	Free
	Number of IPsec VPN Peers (Free)	50000
	SSL VPN Peers (Users)	Free
	Number of SSL VPN Peers (Free)	500
	Local Storage (GB)	0
	Power Supplies	Dual
	Expansion Slots	0
	Firewall Policies - License	included
	Details of the Firewall Policies for the Firewall provided with the License	Firewall, App Control, IPS, DLP, Gateway Antivirus, Web-Filtering, AntiSpam, SD-WAN, SSL VPN, 2 Factor Authentication-1000, Virtual Domain (VDOM)-10
	Support for Redundant Power Supply	1
	Operating Temperature Range (Degree C)	0-40
	Operating Humidity (RH) (%)	Oct-90
IPv6 Ready	Yes	
On Site OEM Warranty (Year)	5	

Specification	Title	Bid Requirement
24 port Layer 3 core Switch with 2 nos of SFP ports and 5 years support	Type of Switch	Non PoE
	No. of 10/100/1000 Base-T Ports	24
	Number of 10G Base-T Ports	0
	No. of 1 G SFP Port (Uplink)	2
	No. of 10 G SFP+ Port (Uplink)	2
	Support for 40G (QSFP+)	No
	Multi-Gigabit Support	Yes
	No. of 40 G QSFP+ Port (Uplink)	0
	Redundant Power supply from Day one	1
	Console Port	available
	Management Port (RJ 45)	available
	No. of FAN Tray	0
	No. of Open slot for additional Interface Card	0
	OS	Available
	Dedicated Stacking (port/Slot) from Day 1	Not available
	Stacking Bandwidth(Mbps)	0
	Switching Capacity -Non Blocking (Gbps)	88
	Throughput (MPPS)	131
	Advance Layer-3 Protocol	RIPv2, OSPFv2, VRRP, BGP
	Security Feature	ACL, IEEE 802.1x, Dynamic ARP Inspection
	Management Protocol	IPV4 & v6 Management, Telnet, SSH, HTTP & HTTPS, SNMP v1,2,3
	QoS	IEEE 802.1P, IP TOS, DSCP based priority queue
	PoE Power Budget (Watt)	0
	Dimension / Form Factor (RU)	1
	Operating Temperature Range (Degree C)	0-50
	Operating Humidity (RH) (%)	90
	IPv6 Ready from day 1 and dully certified	Yes

	On Site OEM Warranty(Year)	5
--	---------------------------------------	---

Specification	Title	Bid Requirement
24 port Non POE layer switch with 2 nos of SFP ports and 5 years warrenty	Type of Switch	Managed
	Technology	Non PoE
	Number of 1G Copper Ports	24
	Number of 10G Copper Ports	0
	No. of 1 G SFP Port (Uplink)	4
	No. of 10 G SFP+ Port (Uplink)	4
	Multi-Gigabit Support	Yes
	Redundant Power supply (from day one)	1
	Console Port	Available
	Switching Capacity -Non Blocking (Gbps)	176
	Throughput (MPPS)	262
	Operating System	available
	Dedicated Stacking Port/Slot (from day one)	Not available
	Stacking Bandwidth (Gbps)	0
	Basic Layer-3 Protocol	Static Routing
	Security Feature	ACL, IEEE 802.1x authentication , IEEE 802.1x Dynamic ARP Inspect, Sticky MAC & MAC Limit
	Management Protocol	IPv4 and IPv6 Manage, HTTP/HTTPS, SNMP , Web GUI Interface
QoS	IEEE 802.1p Based Priority Queuing, IP TOS/DSCP Based Priority Queuing	
Operating Temperature Range (Degree C)	0 to 50	
Operating Humidity (RH)(%)	90	

IPv6 Ready from day one and dully certified	Yes
PoE Power Budget (Watt)	0
on Site OEM Warranty	5

Specification	Title	Bid Requirement
2 Processor Rack server with 512 GM RAM , 2 TB Hardisk with 5 Years support	Server Make & Model	
	Form Factor and size (RU)	Rack 2U
	Processor Make	Intel
	Maximum number of sockets available on chipset	2
	Number of core per processor	10
	Processor Configuration	Intel Xeon 2630 v4 (2.20 GHz/ 10 core/25 MB/85 Watt)
	Chipset compatible with CPU	Intel C621
	PCI slots (Express Gen 3.0)	4
	RAM Size	512 GB DDR4
	RAM upgradable up to	3072 GB
	DIMM Slots (Minimum)	24
	Hard Disk Drive Capacity	3 TB
	Type of Hard Disk Drive	SAS/ SSD
	RAID Type	5
	RAID Controller Cache	2048 MB
	RAID Controller Ports @ 12 Gbps	8
	Video Controller (Support VGA or above resolution)	Yes
	Bays (Minimum 2 internal or more hot plug)	4
	USB Ports (Version 2.0/3.0)	4
	Certifications, Compliance & Support by Windows, Red Hat or Novell	Yes
	Operating System Windows Server 2012 R2 (64 bit) or Higher / Linux or CentOS 7.5 (64-bit) or above	1
	Network Card Supported	1G, 10G
	16 Gbps FC HBA Dual Port Card	1
	Redundant Power Supply	Yes
	Redundant Fan	Yes
	Total Number of Ports	6
	RoHS Compliance	Yes
	Maximum Power Consumption of the system	770 Watt
	Power Supply	230 V +/-
	Declare SPEC int_rate_base 2006, SPECfp_rate_2006 for processor.	1432 SPEC rating or higher
On Site OEM Warranty	5 Years	

Specification	Title	Bid Requirement
UTP Components (CAT6)	Work up to 250 Mhz	10 Nodes
	Should be registered for follow up program	
	UL /ETL listed & verified	
	UL/ETL marking should be embossed and/ or printed on the passive product and their packing. Jacket: LSZH	
UTP cable CAT 6	4 pair	300mt
	Confirm or exceed the EIA/TIA 568 C.2-1 (CAT 6) standards for physical & electrical specifications,	
	UL/ETL listed & verified	
	Certified by independent test lab for 1G Gigabit Ethernet Performance up to 100 mrts.	
	23 AWG solid bare copper. Jacket: LSZH	
24 port Patch Panel CAT 6	19 inch 1U Patch Panel for 24 x RJ45 45 connection module	1
	Zig-zag/straight/angular IO placement for better alien cross talk T	
	The information Outlet should establishing of transmission channels of class E with up to 4 plugged connections	
	Complies with Category 6 requirements of the standards ISO/IEC 11801 ed. 2.2, June 2011, or TIA 568-C,	
	Metallic high strength & 1U height	
	UL /ETL listed	
Wire Manager /Patch Chord Minder panel	19 " rack mountable	1
	Metallic / high strength or equivalent jumper rings for routing cable assemblies mounts to the front of 19" rack & 1 U height	

Information outlets CAT 6 Single (1-port)	Surface mount box with RJ 45 connection module & gang box	20
	The information Outlet should establishing of transmission channels of class E with up to 4 plugged connections	
	Complies with Category 6 requirements of the standards ISO/IEC 11801 ed. 2.2, June 2011	
	unshielded, with dust cover, snap-in frame , cable tie and installation instructions	
	UL/ETL listed	
Patch Cord CAT 6 Length – 2Mrts	Confirm or exceed the EIA/TIA 568 C.2-1 standards for CAT 6 LSZH	20
	Factory molded boots on RJ 45 plugs at both ends	
	UL/ETL listed & verified	
	Option for colour -Grey, Blue, Red & Green & cross over cable	
Patch Cord CAT 6 Length – 5Mrts	Confirm or exceed the EIA/TIA 568 C.2-1 standards for CAT 6 LSZH	20
	Factory molded boots on RJ 45 plugs at both ends	
	UL/ETL listed & verified	
	Option for colour -Grey, Blue, Red & Green & cross over cable	

Type Of Machine	Multifunction Machine.
Printing Technology	Laser.
Cartridge Technology	with composite cartridge
Type of Printing	Mono.
Plate/Flatbed Size	A4
Paper Size (Original/Image)	A4/A4.
RAM size (MB)	512
Minimum Speed per minute in A4 size	Mono(PPM) 23 ppm
Scanning Feature Availability	Yes.
Duplexing Feature Availability	Yes.
Networking Feature Availability	Yes.
If yes, Network Interface	Ethernet 10/100
Original Feed Type	ADF
Feeder Capacity no	35
Wi	Yes.
If yes, Wi	Fi type Wifi 802.11/b/g/n
Number of Main Tray	1
Total Main Tray Capacity	250
Yield of Cartridge/Ink tank/Ink pack supplied with machine(number of prints)	2200
Life of drum in terms of number of prints in case of separate drum & toner cartridge technology (no. of prints).	6000
Duty cycle per month (No. of prints.)	15000
BIS Registration under CRS of Meity	Yes.

BIS Registration No.	
Operating Temperature range (degree C)	22
Operating Humidity (RH) (in %)	2
On Site OEM Warranty (Years)	1

DELHI DEVELOPMENT AUTHORITY

Director(Systems) on behalf of Delhi Development Authority invites E-tender for "Selection of Portal Development and Management Agency for Delhi Land Pooling Policy (Delhi-LPP)" in two bid system from the specialized Agencies/Firms having experience 5 years & Average Annual Turnover more than **Rs. >= 40Crores** during previous three years (cumulative) as of 31 March 2018.

Earnest Money Rs. 9.44 lakhs

e-Tendering annual charges upto Rs.20000/-

Scope of work as detailed in tender document.

The tender document consisting of eligibility criteria, scope of work and other details alongwith other necessary documents are available at DDA's website <http://www.dda.org.in> and at CPP portal of NIC at URL <http://eprocure.gov.in/eprocure/app>.

Various important dates are as follows:

Release of this RFP (available on DDA website)	1.3.2019 at 3:30 PM
Deadline for submission of queries in this RFP online at 1. ipcdda@gmail.com mentioning your name, address, phone no, subject and query in clarity or call at 011-23378288, Extn. 338 (For queries w.r.t Policy) 2. ddsystemlp@dda.org.in mentioning your name, address, phone no, subject and query in clarity or call at 011-/24661470. (For queries w.r.t RFP Proposal)	11.3.2019 at 3:30 PM
Pre-bid meeting at Conference Hall, Ground Floor, B-Block, Vikas Sadan, INA, New Delhi-110023.	18.3.2019 at 3:30 PM
Release of Response to clarifications (through issue of Corrigendum)	25.03.2019 at 3:30 PM
Bid validity period	180 days from date of opening of bids
Last Date for submission of bids (3 bids-pre-qualification, technical and commercial)	15.04.2019
Opening of Technical Bid at the Conference hall of Pr.Commissioner (Coordn), 1st Floor, 'D' Block, Vikas Sadan, INA, New Delhi-110023	16.04.2019
Opening of Financial Bid at the Conference hall of Pr.Commissioner (Coordn), 1st Floor, 'D' Block, Vikas Sadan, INA, New Delhi-110023	Will be intimated later to shortlisted applicants

Please visit DDA's website at www.dda.org.in or dial 1800110332