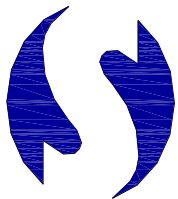

Request for Proposal

For

**SUPPLY, CUSTOMIZATION AND IMPLEMENTATION OF AUTOMATED BUILDING
PLAN SCRUTINY AND APPROVAL SYSTEM AT SIDA(SIIDCUL)**



**STATE INDUSTRIAL DEVELOPMENT
AUTHORITY OF UTTARAKHAND.**

IT- 29 IT Park, Sahastradhara Road, Dehradun - 248001

Phone - 0135- 2708100

Fax - 0135-2708109

Website: - www.siidcul.com



**STATE INDUSTRIAL DEVELOPMENT
AUTHORITY OF UTTARAKHAND.**
29-IIE,IT Park, Shashtradhara Road, Dehradun-248001
Phone 0135-2607292,2708100,2608097 Fax 0135-2708409
Website www.siidcul.com

SHORT TENDER NOTICE

CEO, SIDA invites sealed tenders in two bid system i.e. Technical and Financial from reputed agencies with proven competency for "Implementation of AutoDCR Application", Uttarakhand for seamless and hassle free issuance of Building Permit Approvals, and completion certificate services to the industries.

The tender document alongwith TOR is available on SIIDCUL's website www.siidcul.com. The last date for submission of tender is 02-03-2016.

CEO, SIDA

SIZE 7X5

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REQUEST FOR PROPOSAL DATA SHEET

S.No.	Information	Details
1	Name of the Assignment	Supply, customization and implementation of Automated building Plan Scrutiny and Approval System at SIDA.
2	BID Reference Number	SIDA/Software/001
3	Bid Document Fee	5,000/- To be submitted in form of DD drawn in favor of MD, SIIDCUL, payable at Dehradun.
4	Date and Time for Submission of Bids	2 nd March 2016 Between 11:00Hrs to 14:00Hrs
5	Bid Security / Earnest Money Deposit (EMD)	5,00,000/- To be submitted in form of DD drawn in favor of MD, SIIDCUL, payable at Dehradun.
6	Place, Date and Time of opening of Technical bid	15:00 Hrs , 2 nd March 2016 in this office.
7	Addressee and Address at which Bid is to be submitted	IT – 29, IIE IT PARK, Sahastradhara Road, Dehradun 248001.

1 GENERAL INSTRUCTIONS

1.1 INTRODUCTION

State Infrastructure Development Authority (SIDA) has decided to implement software solution for automating the process of scrutiny of building plans and granting necessary approvals for construction in line of ease of doing business reform action plan 2016 assessed by DIPP Gov. of India guidelines.

The section aims to provide guidelines/Instructions for Bidders, to be used while submitting the proposals. These are generic in nature, but Bidder is required to abide by them during the proposal submission and Project execution.

The bidder is expected to and shall be deemed to have examined all instructions, forms, terms and specifications in this tender document. The bid should be precise, complete and in the prescribed format as per the requirement of the tender document. Failure to furnish all information required by the tender document or submission of a bid not responsive to the tender document in every respect will be at the Bidder's risk and may result in rejection of the bid. The "CEO, SIDA" shall at its sole discretion be entitled to determine the adequacy/sufficiency of the information provided by the Bidder.

1.2 LANGUAGE OF BID

The proposal and various documents related to the BID should be in English language only. All correspondence between "CEO, SIDA" and the

bidder would also be in English language. Supporting documents and printed literature furnished by the bidders shall be in English language.

1.3 VALIDITY OF PROPOSAL

SIDA requires that the proposal submitted in response to this document remain valid for acceptance for a period of not less than 60 working days from the date of submission of Technical Bid. The applicants should state in their response, any longer period for which their response remains valid. A proposal valid for shorter period may be rejected as non-responsive.

1.4 AMENDMENT OF TENDER DOCUMENT

At any time before the deadline for submission of bids, SIDA may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the Tender Document by amending, modifying and/or supplementing the same. All prospective Bidders who have received this tender document shall be notified of any amendments, and all such amendments shall be binding on them without any further act or deed on SIDA part. Such amendments will also be available on the websites on which BID notification is published. In the event of any amendment, SIDA reserves the right to extend the deadline for the submission of the bids, in order to allow prospective Bidders reasonable time in which to take the amendment into account while preparing their bids. If SIDA deems it appropriate to revise any part of this BID or to issue additional data to clarify an interpretation of provisions of this BID, it may issue supplements to BID. Any such supplement shall be deemed to be incorporated by this reference into this BID.

1.5 CLARIFICATION ON BID RESPONSE

During Technical and Commercial evaluation of the Proposals, SIDA may, at its discretion, ask Bidder for clarifications on their proposal.

1.6 PURCHASE OF BID DOCUMENTS

The Bid documents would be made available online and interested bidders can download the bid documents free of cost. The tender fee of Rs 5000/- is to be submitted with bid document in form of DD drawn in favor of SIDA, payable at Dehradun.

1.7 ELIGIBILITY CRITERIA

SN	Eligibility Criteria	Supporting Documents
1	The bidders eligible for participation in the tender shall be single business entity registered under the Indian Companies Act or corporate body. No Consortium or JV is allowed	Copy of Incorporation Certificate
2	The bidder shall have an average annual turnover of Rupees 10 Crores in the last 3 years preceding the financial year in which the tender is floated.	Copy of audited financial Statements for last 3 financial years i.e. FY 2012-13,13-14,14-15
3	Bidder should have a Valid ISO 9001-2008 certification.	Copy of valid ISO 9001:2008 Certificate
4	Bidder should have experience in implementing software solution for at least one ULB/ Development Authority/ Special Planning Authority and Industrial Development Authority in India. POs/ WOs of the same have to be submitted in support of the same.	Copy of Work orders for Verification

5	The bidder should have completed at least one turnkey e-Governance project of minimum value of Rs. 2 Crore for software solution from any state/central Government in last ten years.	Copy of Work orders for Verification
6	The bidder should have minimum 100 relevant technical employees on Company Payroll. A self-attested certificate from HR department of the bidder is required in support of the same.	Self-Attested Certificate from HR of Company

1.8 INFORMATION FOR PROPOSAL SUBMISSION

1.8.1 CONTACT DETAILS

All inquiries concerning this procurement are to be directed to CEO, SIDA for meetings, conferences or technical discussions that are related to the BID. Unauthorized contact will be cause for immediate rejection of the Proposer's BID Response. Substantive questions will be dealt with in writing.

For further details and Bid documents please contact

CEO, SIDA,

IT- 29 IT Park, Sahastradhara Road, Dehradun - 248001

Phone - 0135- 2708100, Fax - 0135-2708109.

1.8.2 AUTHENTICATION OF BIDS

The Bid Document shall be signed by a person or persons duly authorized to bind the Bidder to the Contract. The person or persons signing the Bid Document shall initial all pages of the Bid Document, including places where entries or amendments have been made.

1.8.3 RIGHT TO TERMINATE THE PROCESS

CEO, SIDA may terminate the BID process at any time without assigning any reason. SIDA makes no commitments, express or implied, that this process will result in a business transaction with anyone.

This BID does not constitute an offer by SIDA. The bidder's participation in this process may result in SIDA selecting the bidder for SIDA to engage in further discussions toward execution of a contract. The commencement of such discussions does not, however, signify a commitment by SIDA to execute a contract or to continue negotiations.

SIDA may terminate discussions at any time without assigning any reason

1.8.4 BID DOCUMENT FEE & EARNEST MONEY DEPOSIT (EMD)

- I. Bidders shall submit, along with their bids, Bid Document Fee/receipt of Rs 5000/- in the form of DD and EMD of Rs 5,00,000/- in the form of a Demand Draft (DD) / Bank Guarantee (BG) drawn from any scheduled/nationalized bank in favor of **"MD, SIIDCUL"** payable at Dehradun, Uttarakhand, valid for 3 Months from the date of submission of the bid.
- II. The EMD shall be denominated in Indian Rupees only. No interest will be payable to the bidder on the amount of the EMD.
- III. Unsuccessful bidder's EMD will be discharged/ returned as soon as possible, but not later than 30 days after the award of the contract to the selected implementation agency.

IV. The EMD may be forfeited:

- a. If a bidder withdraws his bid or increases his quoted prices during the period of bid validity or its extended period, if any; or
- b. In the case of a successful bidder if the bidder fails to sign the contract for any reason not attributable to the SIDA or to furnish Performance Bank Guarantee within specified time in accordance with the format given in the BID.
- c. During the bid process, if any information is found wrong / manipulated / hidden in the bid. The decision of SIDA regarding forfeiture of the EMD and rejection of bid shall be final & shall not be called upon question under any circumstances

1.8.5 VALIDATION OF INTERLINEATIONS IN BID

Any interlineations, erasures, alterations, additions or overwriting shall be valid only if the person or persons signing the bid have authenticated the same with signature

2 BIDDING PROCESS

2.1 SUPPLEMENTARY INFORMATION/ CORRIGENDUM / AMENDMENT TO THE BID

- If SIDA deems it appropriate to revise any part of this BID or to issue additional data to clarify an interpretation of the provisions of this BID, it may issue supplements/corrigendum to this BID. Such supplemental information will be communicated to all the bidders by e-mail or fax and will also be made available on www.siidcul.com any such supplement shall be deemed to be incorporated by this reference into this BID.

- At any time prior to the deadline for submission of bids, SIDA, for any reason, whether at its own initiative or in response to clarifications requested by prospective bidder, SIDA may modify the BID document by issuing amendment(s). All bidders will be notified of such amendment(s) by publishing on the websites, and these will be binding on all the bidders.
- In order to allow bidders a reasonable time to take the amendment(s) into account in preparing their bids, SIDA, at its discretion, may extend the deadline for the submission of bids

2.2 COST OF BID PREPARATION

The bidder shall bear all costs associated with the preparation and submission of its bid and SIDA shall in no event or circumstance be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process. All costs incurred in connection with participation in the bidding process, including, but not limited to, costs incurred in participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by SIDA to facilitate the evaluation process and in negotiating a definitive contract or all such activities related to the bid process will be borne by the bidder. This BID does not commit SIDA to award a contract. Further, no reimbursable cost may be incurred in anticipation of award.

Bidders shall furnish the required information on their technical and commercial proposals in the enclosed formats only.

2.3 RIGHT TO TERMINATE THE PROCESS

SIDA makes no commitments, explicit or implicit, that this process will result in a business transaction with anyone. Further, this BID does not constitute an offer by the SIDA. The bidder's participation in this process may result in SIDA selecting the bidder to engage in further discussions towards execution of a contract. The commencement of such discussions does not, however, signify a commitment by SIDA to execute a contract.

2.4 BID SUBMISSION

2.4.1 AUTHENTICATION OF BIDS

A letter of authorization shall be attached with the Technical Bid.

2.4.2 LATE BIDS

Bids received after the due date and schedule time (including the extended period if any) for any reason whatsoever, shall not be entertained

2.4.3 AVAILABILITY OF TENDER DOCUMENTS

Tender documents can be downloaded from our website <http://www.siidcul.com/> or purchased from this office.

The bidders are expected to examine all instructions, forms, terms, project requirements and other information in the BID documents. Failure to furnish all information required as mentioned in the BID documents or submission of a proposal not substantially responsive to the BID documents in every respect will be at the bidder's risk and may result in rejection of the proposal and forfeiture of the bid

2.4.4 MODE OF SUBMISSION

The Technical & Financial both the Bids shall be submitted physically on the due date and time as specified in the BID only. The Demand Draft of Tender Document Fee and EMD in the form of Demand Draft or Bank Guarantee

along with the fully prepared proposal shall be submitted in hardcopy one copy original and one copy duplicate for technical and in case of financial only one copy. The entire proposal shall be submitted in sealed envelope individual with the caption of the content inside the envelop and all the individual sealed envelope shall be sealed in another big envelope with the caption that “Proposal against RFP No: for implementation of the S/w at SIDA” ‘Name of the Company :.....’.

2.4.5 PROPOSAL FORMAT

The bidder is expected to examine all the instructions, guidelines, terms and conditions and formats in the BID. Failure to furnish all the necessary information as required by the BID on submission of a proposal not substantially responsive to all the aspects of the BID shall be at bidders own risk and may be liable for rejection. The proposal as mentioned shall be submitted in two parts. Each part shall include the following information

Technical Bid

This bid shall contain the following documents

- Scan copy of Bid Document Fee
- DD for EMD in favor of MD, SIIDCUL.
- Bid form as prescribed in Annexure
- Bidder Information form (details of the Bidder) as prescribed in Annexure
- Financial details and Average annual turnover as prescribed in Annexure

- Turnover Copies of Audited financial balance sheets for last 3 financial years in support of the above.
- Copies of Service Tax Registration, VAT and PAN registration along with Registration certificate under the Company's Act 1956.
- Relevant Project experience details along with necessary work orders.
- Technical Proposal comprising of Technical approach, methodology and work plan.
- Compliance to Functional Requirement specification

Commercial Proposal

The Commercial Proposal will be submitted separately in the format mentioned in the BID.

Prices quoted by the Bidder shall be final inclusive of all taxes, duties, insurance, license fee and other costs except Service Tax which will be paid extra as applicable. **No open-ended Bid shall be entertained and the same is liable to be rejected straightaway.**

3 BID OPENING AND BID EVALUATION PROCESS

3.1 BID OPENING

- a. Purchaser reserves the rights at all times to postpone or cancel a scheduled bid opening.
- b. The Selection of preferred bidder will be made on QCBS Pattern.
- c. The bids will be opened in two parts, one for Technical Bid and one for Commercial bid of those bidders whose technical bid qualifies, in the presence of bidders' representatives who choose to attend the bid opening sessions on the specified date, time and address.
- d. The bidder's representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of bid opening being declared a holiday, the Bids shall be opened at the same time and location on the next working day. However if there is no representative of the bidder, Purchaser shall go ahead and open the bids.
- e. During bid opening preliminary scrutiny of the bid documents will be made to determine whether they are complete, whether required bid security has been furnished, whether the documents have been properly signed, and whether the bids are generally in order. Bids not conforming to such preliminary requirements will be prima facie rejected.

3.2 OVERALL EVALUATION PROCESS

- a. A tiered evaluation procedure will be adopted for evaluation of proposals, with the technical evaluation being completed before the commercial proposals are opened and compared.
- b. Purchaser will review the technical bids of the bidders to determine whether the technical bids are substantially responsive. Bids that are not substantially responsive are liable to be disqualified. Purchaser may seek inputs from their professional, external experts in the technical and commercial evaluation process.
- c. Purchaser shall assign technical score to the bidders based on the technical evaluation criteria. The bidders with a technical score above the threshold as specified in the technical evaluation criteria shall technically qualify for the commercial evaluation stage.
- d. The commercial bids for the technically qualified bidders will then be opened and reviewed to determine whether the commercial bids are substantially responsive

3.3 EVALUATION OF TECHNICAL BIDS

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

- The bidders' technical solution proposed in the bid document is evaluated as per the requirements specified in this document and adopting the

evaluation criteria spelt out in this BID. The Bidders are required to submit all required documentation in support of the evaluation criteria specified as required for technical evaluation.

- Proposal Presentations: The Tender Evaluation Committee constituted by the competent authority may invite each bidder to make a presentation at a date, time and venue decided by the committee, which will be intimated through their emails. The purpose of such presentations would be to allow the bidders to present their proposed solutions to the committee and present the key points and milestones of the project in their proposals.
- The committee may seek verbal/written clarifications from the bidders. The primary function of clarifications in the evaluation process is to clarify ambiguities and uncertainties arising out of the evaluation of the bid documents. Such clarifications provide the opportunity for the committee to state its requirements clearly and for the bidder to more clearly state its proposal.
- Following will be the technical evaluation methodology:
 1. Each Technical Bid will be assigned a technical score out of a maximum of 100 points.
 2. Only the bidders, who score a total Technical score of 70 (Seventy) or more, will qualify for the evaluation of their commercial bids.

3. The commercial bids of bidders who do not qualify technically shall be returned unopened to the bidders.
4. The technical scores of the bidders will be announced prior to the opening of the financial bids.
5. The technically shortlisted bidders will be informed of the date and venue of the opening of the commercial bids through a written communication.

3.4 CRITERIA FOR TECHNICAL EVALUATION

The Evaluation Committee feels that the following parameters are critical for the success of this e-governance project and expects the bidders to provide accurate and precise information in their responses

Sr. No	Parameter	Scale		Max points
1	Experience in implementing similar software solution in ULB/ Special Planning Authority (SPA)/Development Authorities (DA)/ Development Corporations (DC). The bidder shall attach work order copies to validate the same.	If ULB/SPA/DA/ DC >=5	10	10
		If ULB/SPA/DA/ DC =1 to 4	2 marks for each order	

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2	Quality Certification- ISO 9001:2008 in Software Development. The bidder shall attach valid quality certification copy to validate the same.			5
3	Turnover of Bidder for last three years (FY12-13, 13-14, 14-15)	Turnover = 10 Crore or above	5	5
4	Experience of bidder of at least one turnkey e-Governance project of minimum value of Rs. 2 Crore for similar software solution from any Government Authority in last ten years. The bidder shall attach work order copies to validate the same.	If No. of Work Order \geq 2	10	10
		If No. of Work Order = 1	5	
5	Experience of bidder in successfully running minimum 100 live building permission cases through system. Necessary Client Certificate must be attached to validate the same	If ULBs $>$ 5	20	20
		If ULB $<$ 1 and \leq 5	(No of ULBs with minimum 100 cases multiplied by 4 marks	

			for each ULB)	
6	Compliance to Functional Requirement Specification of Proposed Product	Compliance >= 80%	20	20
		Compliance >= 70% & <80%	15	
		Compliance >= 60% & <70%	10	
7	Project approach & Methodology and Overall Documentation			30

Consequent upon the evaluation, each Technical bid will be assigned a Technical Score out of a maximum of 100 points. The bidder with highest Technical Score (Tmax) will be awarded 100% score.

Technical Scores for other bidders will be evaluated using the following Formula:

$$\text{Technical Score (TS)} = (\text{Total Technical Score of the Bidder} / \text{Tmax}) \times 100$$

3.5 COMMERCIAL BID OPENING AND EVALUATION PROCESS

The Commercial Bids of only the technically qualified bidders will be opened for evaluation. The bidder with lowest Commercial Quote (L1) for Part A will be awarded 100% score. The quote for Part B & Part C shall not be considered for the purpose of evaluation.

Commercial Scores for other bidders will be evaluated using the following Formula:

Commercial Score (CS) = (Total Commercial Quote of L1/ Total Commercial Quote of the Bidder) X 100

3.6 DETERMINATION OF THE BEST VALUE BID

In determination of the best value bid, the following weightage shall be given for the technical and commercial scores of the bidders in a Quality and Cost Based Selection methodology (QCBS):

Technical Score: 80%

Commercial Score: 20%

For every Bidder the Final Total Score (FS) will be calculated using the formula

$FS = 0.8 \times TS + 0.2 \times CS$

The bidder with the best value of F shall be selected as the successful bidder.

3.7 NEGOTIATIONS AND CONTRACT FINALIZATION

Bidder with the highest Final score (FS) will be called for negotiating the contract. In case of a tie in the overall score bidder with the superior technical score will be invited for negotiations first.

4 AWARD OF WORK

4.1 AWARD CRITERIA

After evaluation of the proposals and subsequent negotiations, a contract will be awarded to the most responsive bidder, whose proposal conforms to the BID and

is, in the opinion of the Purchaser, the most advantageous and represents the best value to the project, price and other factors considered

4.2 NOTIFICATION OF AWARD

Prior to expiry of the validity period, the Purchaser will notify in writing that the successful bidder's proposal has been accepted. Upon the successful bidder's furnishing of a Performance Bank Guarantee, the contract signing process will commence. In case the successful bidder is unable to furnish the Performance Bank Guarantee, the Purchaser may invite the bidder which secures second rank in order of the total score of evaluation

4.3 SIGNING OF AGREEMENT

Once the Purchaser notifies the successful bidder that its proposal has been accepted, the Purchaser shall enter into a separate Agreement, incorporating all agreements (to be discussed and agreed upon separately) between the Purchaser and the successful bidder

4.4 PERFORMANCE BANK GUARANTEE

- a. The successful bidder shall at its own expense deposit with the Purchaser, within Fifteen (15) working days of the date of notice of award of the contract, an unconditional and irrevocable Performance Bank Guarantee (PBG) (as per the prescribed format provided in this document) from a scheduled or nationalized bank acceptable to the Purchaser, payable on demand, for the due performance and fulfillment of the contract by the Bidder.

- b. The Performance Bank Guarantee will be for an amount of 10% of Part A for project implementation and 10% of the part (B+C) of Price bid for the AMC period. All incidental charges whatsoever such as premium, commission etc. with respect to the Performance Bank Guarantee shall be borne by the bidder. The PBG shall be valid till 12 months from the date of Work Order or signing of the contract.

- c. In the event of the bidder being unable to service the Agreement for whatever reason, the Purchaser would have the right to invoke the PBG. Notwithstanding and without prejudice to any rights whatsoever of the Purchaser under the Agreement in the matter, the proceeds of the PBG shall be payable to the Purchaser as compensation for the bidder's failure to perform/comply with its obligations under the Agreement. The Purchaser shall notify the Supplier in writing of the exercise of its right to receive such compensation within 14 days, indicating the contractual obligation(s) for which the bidder is in default.

- d. Before invoking the PBG, the Supplier will be given an opportunity to represent before the Purchaser. The decision of the Purchaser on the representation given by the Supplier shall be final and binding. If circumstances so warrant, the matter may be referred to an arbitrator to be appointed by the Purchaser with mutual consent.

5 SCOPE OF WORK

5.1 PROJECT BRIEF

As a part of Ease of Doing Business initiative of State Industrial Development Authority, (SIDA) wants to streamline process of granting various permissions to the prospective investors in existing as well new industrial estates in the state. SIDA has head office in Dehradun.

Now, SIDA has decided to implement software solution for automating the process of scrutiny of building plans and granting necessary approvals for construction at all locations mentioned above.

Presently the proposals are being received manually by in form of hard copy for building permission. The proposals have to essentially comply with the Uttar Pradesh Industrial Area Development Act 1976 and regulations as well as various bye laws. Due to the complexity of these rules and the involvement of various stakeholders in their scrutiny and approval, the process faces several challenges viz.:

- Complex rules and bye laws and their interpretation.
- Lack of visibility of the approval progress to the authorities and citizens.
- Time consuming process of issuance of Planning Permission
- Increased chances of human errors due to manual submission and scrutiny.
- Inadequate citizen interface and no single point of contact.

SIDA wants to deploy a cost & time-efficient, transparent and scalable automated building plan approval system.

It will :-

- Enhance business service through efficient, responsive and transparent e-governance systems which reduces the time frame for approving and commencing land development projects and ultimately reduces the project cost attributed to the end users.
- Facilitate better town planning and will be forward looking in terms of integration with various latest concepts and technologies.

Following are the specific objectives of the project:

- Provide Web based online system for submission of application, tracking of application for building plan approval by end users (Architects/ Applicants/ consultants). Applicant can submit an online application which will include the CAD drawing of building plan
- Facilitate easy storage and retrieval of pre-scrutinized standard model type design drawings.
- Facilitate online payment of fees by the Applicant through secured payment gateway after user registration and SMS facility through SMS gateway.
- This system shall scrutinize the plan with reference to SIDA Building bylaws and development control rules. An exhaustive report shall be generated, which will describe the shortcomings in the plan with respect to mentioned parameters.
- Applicant will be in a position to submit the revised plan after removing all short comings.
- Refine the processes to make the service delivery simple and convenient to the Architects/Applicants/consultants and to all stakeholders in the system
- Once applicant gets the “Pass” report, he will submit his plan along with the relevant documents as mentioned in the Application form for the approval.
- Build capacity within the organization for the smooth adoption of ICT enabled service delivery to the Citizens including change management

- Work on the organizational processes and enable smooth transition of the current system to the proposed system by efficient implementation and handholding process
- It is also expected that proposed system will take care of the various MIS needs of the department. Thus an automatic data creation and its constant updating will be a continuous process.

5.2 PROPOSED PROCESS FLOW

The proposed flow for building approval system is as below

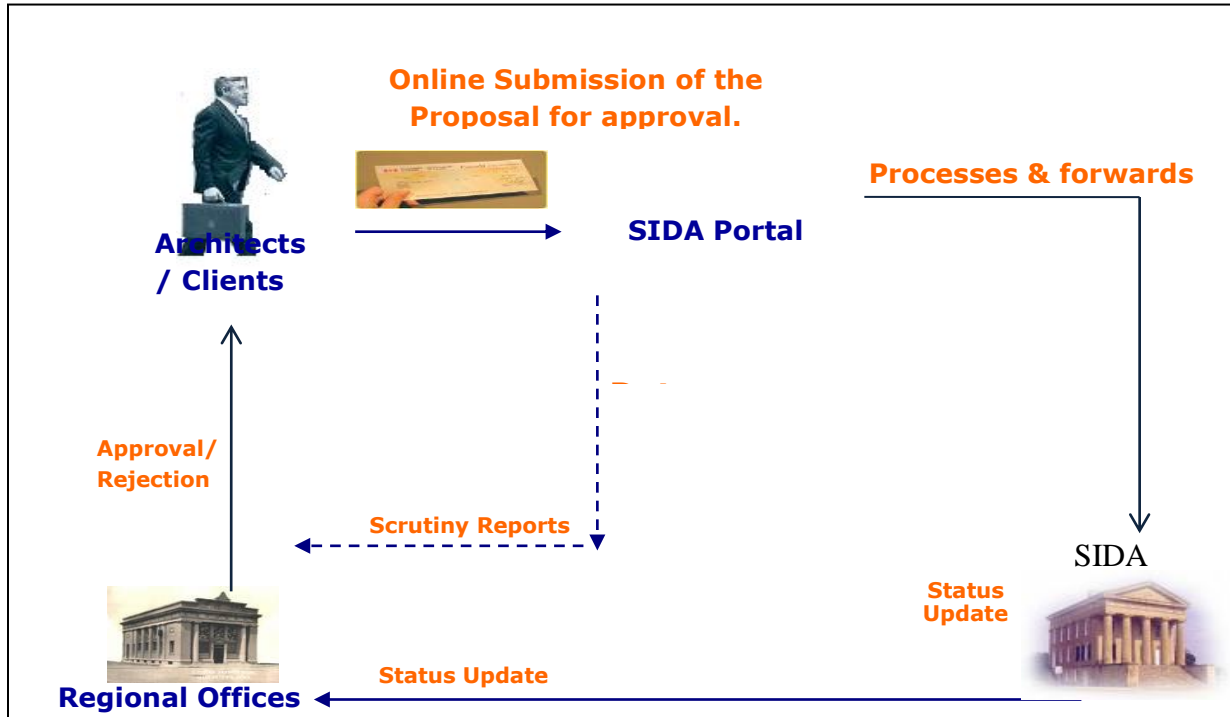


Fig: Proposed Approval Process

Applicant will be required to register online. Post registration, applicant will be in a position to submit applications online with a scan copy of supporting documents along with CAD drawing.

The flow will be initiated by the Applicant who will access SIDA portal and submit online application form along with AutoCAD drawing files.

The applicant will submit online the fully completed proposal application along with scan copies of supporting documents for pre-scrutiny of drawing file. After submission Applicant will be given a temporary tracking number called proposal submission number or acknowledgment number.

The proposal submitted by Applicant will be accepted on SIDA Portal. Pre-formatted drawing file submitted by Applicant will be scrutinized against building bylaws by scrutiny center using a CAD application which will automatically read drawing and map the drawing with regulations defined by authority.

An automated scrutiny report indicating the required/permmissible parameters and the proposed parameters will be tabled including status of each rule whether passed or failed.

System will also generate list, highlighting the entities on which the plan is failing. All the deviations in the drawing will be made available to the Applicants for compliance. Once the drawing is passed in rules, the drawing will be converted in to non-editable PDF format. The scrutiny report with scrutinized drawing & remarks will be forwarded to Regional offices for further approval of proposal.

The system will provide a facility to create & maintain office & organization hierarchy with their predefined set of roles. The system will have the ability and flexibility to design suitable workflow for the approval process as per the requirements of the SIDA. The officials will be in a position to approve the building plans based on preconfigured automated approval flow. The officials will review system generated reports, check document and site conditions. Based on the findings the officials will decide to approve / reject a plan. Notifications will be given to the applicant on approval and rejection of plan.

The system will provide a dash board view of all the applications at different stages of approvals. The system will generate various drill-down MIS reports for monitoring and decision making at SIDA.

During the process, applicant will be in a position to view and track the status of their submitted applications online.

5.3 DESCRIPTION OF KEY COMPONENTS

The primary scope of the project is to Supply, customization and implementation of automated building Plan Scrutiny and Approval System at SIDA

Activity-I: Conduct Requirement Study and Prepare Software Requirement Specifications.

Deliverable (s): Software Requirement Specifications (SRS) document

- Study the existing system for the approval of building plan proposals in SIDA including the method, software and formats being used currently for sanctioning the building plans.
- Preparation, submission and get approval of the System Requirement Study (SRS) of proposed solution for Automating the Building Plan Approval System from SIDA.
- The Bidder will make an SRS and devise a system to incorporate best methods and practices along with the present pattern of flow of data and file to map the approval process.

Activity-II: Customization, Configuration, Deployment and Go-Live of Automated Building Plan Scrutiny & Approval System.

Deliverable (s): Testing and deployment of Automated Building Plan Scrutiny & Approval System. The system shall be considered as Go-Live after successfully running overall 5 live cases through system.

- The approved latest Building By-Laws Rules and regulations of the SIDA will be incorporated in software.
- The system will be developed in which necessary data and soft copy of the drawing in preformatted CAD[®] will be submitted.
- Design and development of the work flow for the scrutiny of the plans for all locations of SIDA.
- Deployment of the software in SIDA.
- The software shall read the soft copies of the drawings submitted in preformatted CAD[®] format and validate it for SIDA requirements. If the proposals in the drawings are not as per permissible rules and regulations, the software shall indicate the errors and give a report of failed entities.
- Proper user authentication and access control mechanisms will be implemented to ensure that only authorized users can access a particular piece of information.
- The system will have its own MIS report generation and will be integrated with master MIS dashboard. The existing report system has to be studied and modified if necessary.
- SMS notification to mobile phones of citizens/ Architects/ employees etc., reminding them about payment/ status/ alerts/reminders. SMS notification generated by the system about site visit will be given to building inspector

and architect. He will visit the site and if the detail in the submitted proposal doesn't match with the actual site conditions and development plan then the proposal is rejected else forwarded to the console of concerned officer.

- The system will have Android based mobile app which should be integrated with main application. There should be facility to PUSH through and PULL through mechanism to get and receive information using SMS service. The site visit Inspector should be able to fill the site visit details as per predefined checklist, take the photos with geo-tagging (for both commencement as well as occupancy process) on mobile and the site visit detail will be uploaded into main system.
- Operators during Handholding Support for 3 months: The bidder shall provide at least one operator at each location from the date of Go-Live for a period of 3 months for smooth transition and stability of application.

Activity-IV: Annual Maintenance support for one year from the date of Go-Live.

Deliverable (s): Maintenance support for (1) years.

Scope of Work will be as follows.

- Supporting in smooth functioning of the applications.
- Fixing Bugs reported
- Email based / Telephonic support on the usage / issues of the system.
- Maintain rule database and implementation of changes in the values of the existing DC Regulations.

5.4 DELIVERY SCHEDULE

The bidder is expected to carry out all ground work for implementation including documentation, coordination with SIDA and other stakeholders of the project, site survey etc. These reports or deliverables are to be submitted timely by Vendor to the SIDA to ensure the timely and smooth execution of the project.

The milestones and deliverables for the implementation of the project would be as follows :

Activity	Time of Completion (Elapsed Weeks)
Signing of Agreement	T0
SRS Preparation and sign-off	T0 + 2
Customization and configuration of Application in line with SRS sign off document	T0 + 5
Deployment& UAT sign off of Application at SIDA Server	T0 + 7
Training to SIDA Officials	T0 + 8
Go-live of Project	T0 + 10 = T1
Maintenance of Application	T1 + 1 Year

6 FUNCTIONAL REQUIREMENT SPECIFICATIONS FOR PROPOSED SOLUTION

The solution required for SIDA must be designed following open standards in order to provide for interoperability with multiple platforms and avoid any technology or technology provider lock-in.

The proposed solution will have the following features:

6.1 CAD BASED SCRUTINY OF THE BUILDING PLANS

- The architect's / client plan in soft copy in CAD is to be mapped and evaluated against the prevailing Building rules, bye laws and norms as applicable to the SIDA.
- Architect/ client's line drawing in CAD should be read and area calculation sheet is to be generated by the system to eliminate the human errors. The required tables like area statement, FSI (Floor Space Index) table per building, summary of FSI calculations, opening schedules, water/parking calculations, triangulation area for plot, area block diagram to be generated by the system and should be automatically updated in the drawing.
- A computerized /automated scrutiny report indicating the required/permmissible parameters and the proposed parameters is to be tabled including status of each rule whether passed or failed.
- There should be system generated list highlighting the entities on which the plan is failing, thereby enabling the SIDA authorities to prepare objection list and inform the client to take necessary actions.
- System should be capable to make list of technical remarks provided by the Building Inspector (BI). Relevant technical remarks will be discussed with the core group members and shall get incorporated in the software within mutually agreed time frame.
- The acknowledgment letters, approval letters, deviation or the rejection letters etc. should be system generated.
- System should address automated building scrutiny of preformatted CAD drawings along with Building plan approval process management in an integrated manner.

- System should Auto-Detect structures in the drawing based on usage (e.g. Residential, Commercial or Residential - Commercial Mixed) and also auto detection of high-rise buildings or low-rise buildings
- System should Auto generate of FAR, Area statement and Schedule of opening by reading preformatted CAD drawings.
- System should Auto-generate of plot area & plot area calculation for cross verification with system entered value by triangulation
- System should Auto hatch particular objects as per building control rules.
- System should Auto detect site margins and verification of coverage area.
- System should Auto-generate Failed entity report and marking the same on the drawing
- System should make Plotting of drawing submitted by Architect and processed through software in non-editable format

6.2 WORK FLOW MANAGEMENT SYSTEM

- The system should have the inbuilt workflow for each service (transaction and workflow based services)
- The system should have the proper workflow management and should allow respective authority of concerned department to take appropriate decisions.
- An interface Application form which the applicants can make electronic submissions of the supporting documents and drawings to the SIDA.
- Using this interface either at the SIDA Citizen Service Centers or through SIDA Licensed Architects, the applicants would be able to submit the necessary documentation and soft copy of the drawings in CAD format.

- The system must provide for proper user authentication and access control mechanisms so as to ensure that only authorized users can access relevant information.
- The system must provide for all submissions to be acknowledged and site visit dates and further approval schedule is to be provided to the architects/ client instantly.
- Mobile based app to fill the site visit details as per predefined checklist, take the photos with geo-tagging (for both commencement as well as occupancy process) on mobile and the site visit detail will be uploaded into main system
- The system should automatically generate an SMS which is sent to the Architect and concerned Field staff if there are any cancellations of site visit, the system should intimate the key relevant people so as to avoid unnecessary wastage of time. Reasons for such cancellation should also be recorded in the system.
- The system should generate MIS to be sent to higher authorities for approval and to make the approval status available online.
- The client/ Architect should be able to review the status of approval online.
- The system should have the ability and flexibility to design suitable workflow for the approval process as per the requirements of the SIDA. The approval workflow should be as per the work flow being followed by the respective SIDA's authority's hierarchy and workflow rules should be flexible enough to change as desired.
- System should generate automatically the fee memo/ demand notes based on the submitted Building plan. System should have necessary interfaces

for Fee collection and receipt generation. System will be integrated with Payment Gateway provided by SIDA.

6.3 REPORTING FUNCTIONALITY

System should provide various reports to SIDA staff. External user should be able to view the application status using an application tracking number. Some other standard reports will include,

- Plans approved
- Pending proposals
- Delayed approvals
- Revenue generated, etc. as per the SIDA requirement.
- Inspection reports of CTE/CTO/Surprise visit of Sites
- Random allocation of Inspectors for site Inspection.
- Risk based classification of buildings.

7 APPENDIX B: TERMS AND CONDITIONS OF CONTRACT

7.1 SECURITY DEPOSIT/ PERFORMANCE GUARANTEE.

The successful Vendor shall furnish Security Deposit/ Performance Guarantee as per the following in the form of Demand Draft / Bank Guarantee from scheduled bank or nationalized Bank, within fifteen days of the receipt of notification of award / Letter of intent from the Purchaser.

7.2 STANDARDS OF PERFORMANCE

The Bidder shall perform the services and carry out their obligations under the Contract with due diligence, efficiency and economy in accordance with generally accepted professional standards and practices. The Bidder shall always act in respect of any matter relating to this contract as faithful advisor to SIDA. The Bidder shall always support and safeguard the legitimate interests of SIDA, in any dealings with the third party. The Bidder shall abide by all the Provisions/Acts/Rules etc. of Information Technology prevalent in the country and conform to the standards laid down in BID in totality

7.3 DELIVERY AND DOCUMENTS

The applicant shall submit all the deliverables on due date as per the delivery schedule. The applicant shall not without SIDA's prior written consent disclose the Contract, drawings, specifications, plan, pattern, samples to any person other than an entity employed by SIDA for the performance of the Contract. In case of termination of the Contract, the entire document used by applicant in the execution of project shall become property of SIDA.

Bidder shall provide all necessary support whenever requested by SIDA during the period of project implementation

7.4 EXTENSION OF PERIOD OF VALIDITY

In exceptional circumstances, SIDA may solicit the Bidder's consent to an extension of the period of validity. The request and the response thereto shall be communicated through email.

Extension of validity period by the Bidder shall be unconditional. The EMD mentioned in BID shall also be suitably extended. A Bidder granting the request will not be permitted to modify the bid.

7.5 LIQUIDATED DAMAGES

If the bidder fails to deliver any or all of the features or does not perform the Services within the time period(s) specified in the Contract because of the reasons' not attributed to SIDA, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract price, as liquidated damages, a sum equivalent to 0.25% of the price of the undelivered stores at the stipulated rate for each week or part thereof during which the delivery of such stores may be delayed subject to a maximum limit of 10 percent of the stipulated price of the stores so undelivered. Such penalty is to be deducted always by the Purchaser from the bill of the firm or make purchase elsewhere on the account and risk of Vendor. Once the maximum of the damages above is reached, the Purchaser may consider termination of the Contract. The condition of liquidated damages is applicable provided that the Software finally works and is of use to SIDA. In the eventuality that the Software is not capable of scrutinizing building plans as required by SIDA, then SIDA can terminate the contract at any stage and the termination payment shall be based on the last completed stage as per payment schedule given under payment terms. However, the performance security shall be forfeited.

7.6 TERMINATION FOR INSOLVENCY

SIDA may at any time terminate the contract by giving 30 days written notice to the Bidder if the Bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Bidder, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the SIDA

7.7 TERMINATION FOR CONVENIENCE

SIDA may at any time by giving 30 days written notice to the Bidder, terminate the contract, in whole or part, for its convenience. The notice of termination shall specify the termination is for the SIDA convenience, the extent to which performance of the Bidder under the contract is terminated, and the date upon which such termination becomes effective.

The Software that is complete and ready for shipment within 30 days after the Bidder's receipt of notice of termination shall be accepted by the SIDA at the contract terms and prices. For the remaining Software, the SIDA may elect to have any portion completed and delivered at the contract terms and prices at its discretion

7.8 PAYMENT TERMS :

Part A

- 20% mobilization Advance against submission of Bank Guarantee of equivalent amount.
- 20% against preparation of SRS & signoff
- 30% against Customization and implementation of software at SIDA
- 30% against Training to SIDA officials and Go-Live of the project.

General

- (i) Payment will be released within 7 days from the date of receipt of bill. The bidder shall be responsible for the costs towards travel/stay, daily allowance or any other allowances with respect to their staff deployed for the execution of this project before or after the award of the contract.

Part B : AMC Payment:

The payment for the AMC shall be made on a Quarterly basis. The bidder shall submit a separate bill for the same.

Part C : Manpower Deployment:

Payment on monthly basis shall be released for the manpower deployment. The bidder shall submit the separate bill for the same. Deployment and continuance of such manpower shall be at the discretion of SIDA and shall not be compulsory.

7.9 THE BID SECURITY / EMD MAY BE FORFEITED

If a Tenderer withdraws his bid or increases his quoted prices during the period of bid validity or its extended period, if any; or

In the case of a successful Tenderer, if he fails within the specified time limit to:

- a) Sign the Agreement or,
- b) Furnish the required Bank Guarantee.

7.10 INDEMNITY

Bidder shall indemnify, protect and save the Purchaser against all claims, losses, costs damages, expenses, action suits and other proceeding, resulting from infringement of any patent, trademarks, copyrights etc. or such other statutory infringements in respects of all the hardware and software supplied by him. The Intellectual property (IP) rights of the proposed software will remain with the Bidder. The Software prepared by bidder should work on major CAD Software available for the purpose for DWG files.

7.11 RESOLUTION OF DISPUTES

The Purchaser and the Bidder shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them in connection with the contract. If after thirty days from the commencement of such informal negotiations, the Purchaser and the Vendor have been unable to resolve amicably a contract dispute; either party may require that the dispute be referred for resolution by formal arbitration. All questions, disputes or differences arising under and out of, or in connection with the contract, shall be referred to the CEO, SIDA. The Arbitration and Conciliation Act, 1996, shall apply to the arbitration proceedings and the venue of the arbitration shall be Dehradun.

7.12 FORCE MAJEURE

If either party is unable to perform any of its obligations under this Agreement because of circumstances beyond the reasonable control of the party, such as an act of God, fire,

casualty, flood, war, strike, lock out, failure of public utilities, injunction or any act, exercise, assertion or requirement of any governmental authority, epidemic, destruction of production facilities, insurrection, inability to obtain labor, materials, equipment, transportation or energy sufficient to meet needs (a “Force Majeure Event”) the party who has been so affected shall immediately give notice to the other party and shall do everything reasonably practicable to resume performance, except that Company shall not be excused in any event from its payment obligation. Upon receipt of such notice, all obligations under this Agreement shall be immediately suspended for the period of such Force Majeure Event. If the period of nonperformance exceeds sixty (60) days from the receipt of notice of the Force Majeure Event, the party whose ability to perform has not been so affected may give written notice to terminate this agreement.

7.13 MISCELLANEOUS

The documented results of the work assignment(s) carried out by the Bidder, in any form, will be the sole property of the SIDA after execution of the project. The Bidder shall not announce, release or discuss with any third parties, the information regarding this Contract or the Services nor include SIDA name or logo in any advertising or marketing materials without prior written approval from SIDA. The Bidder will not have any rights to share any information about this contract in any form except for testimonials as may be issued by SIDA.

In the event the Bidder’s Company or the concerned division of the company is taken over / bought over by another company, all the obligations under the agreement with the SIDA should be passed on to the new company/ new

division for compliance post take over. In the event of non- compliance, the Bidder will ensure that due damages are cleared by the buying company failing which legal actions will be taken for remedy

7.14 LEGAL JURISDICTION

All legal disputes are subject to the jurisdiction of Dehradun courts only.

8 ANNEXURES

8.1 BID FORM

To

The CEO, SIDA,

IT- 29 IT Park, Sahastradhara Road, Dehradun - 248001

Phone - 0135- 2708100, Fax - 0135-2708109.

Dear Sir,

Having examined the Bidding Documents, we, the undersigned, offer to Supply, customization and implementation of Automated building Plan Scrutiny and Approval System at SIDA for the sum (here in after called total bid price) as quoted in commercial bid or such other sums as may be determined in accordance with the terms and conditions of the contract.

We undertake, if our bid is accepted, to commence work as per the schedule and to achieve the effectiveness of the contract within the respective times stated in the Bidding Documents.

Construction of the Contract

- We have read the provisions of bid and confirm that these are acceptable to us.
- We further declare that bid is unconditional.
- We undertake, if our bid is accepted, to commence the work as per the schedule immediately upon your Notification of Award to us, and to achieve Completion within the time stated in the Bidding Documents.

- If our bid is accepted, we undertake to provide an Implementation cum Performance Security in the form and amounts, and within the times specified in the Bidding Documents.
- We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India.
- We, hereby, declare that only the persons or firms interested in this proposal as principals are named here and that no other persons or firms other than those mentioned herein have any interest in this proposal or in the Contract to be entered into, that this proposal is made without any connection with any other person, firm or party likewise submitting a proposal, that this proposal is in all respects in good faith, without collusion or fraud
- We agree to abide by this bid, which consists of this letter, EMD with technical bid, commercial bid, Pre bid meeting addendum if any and other attachments (specify the attachments) as per the bid document.

Date:

Signature of the Bidder with Seal

Attachments: As per the technical/commercial bid specifications

8.2 DETAILS OF BIDDER

Description	Details to be filled by Bidder
Name of the Organization	
Nature of the Organization Government / Public / Private / Partnership / Proprietorship	
Year of Establishment (Enclose any of the following for proof of establishment) <ul style="list-style-type: none"> • Certificate of Incorporation • Audited balance sheets • Registered Partnership deed if any 	
Regd. Office Postal Address with Phone & Fax Number	
TIN No /CST Regn No/ Service Tax Regn No.	

8.3 Technical Presentation

The Bidder should submit a hard copy of the presentation file containing the Overall understanding of application with following modules

- CAD based Scrutiny System overview
- Web based approval work flow
- Approach & Methodology
- Timelines of Delivery and installation

8.4 FINANCIAL STRENGTH DETAILS

Financial Information			
	FY 2012-13	FY 2013-14	FY 2014-15
Revenue (in INR Crores)			
Profit Before Tax (in INR Crores)			
Other Relevant Information			
Mandatory Supporting Documents: (a) Audited Balance Sheets for the Last three financial years)			

8.5 PRICE SCHEDULE

Please note that the bidder should quote the price inclusive of all taxes except the Service Tax as applicable in the following format only.

Item	Description	License / No.	Unit Price in INR	Total in INR
1	Supply, Customization and implementation of Automated building Plan Scrutiny and Approval System at SIDA Head Office and 07 regional offices	N.A.		
2	Training Session for Officials (5 Training session)	5		
Part A: Application & Training Cost (Taxes Extra)				
Part B: Support & Maintenance				
3	1 st Year annual maintenance contract inclusive of incorporation of all corrections/modifications in the bye-laws (in Percentage)	1	percentage	
Part C: Manpower Support				
4.1	Operators during Handholding Support from the date of Go-Live at each Location (one person at each location)	1		

Note: The above Price is inclusive of all applicable Taxes except service tax.

Signature of Bidder

Business Address

Place

Date

1.1 PERFORMANCE SECURITY FORM (PSF)

To:

CEO, SIDA,

_____,'

<Location>

WHEREAS _____ (Name of Supplier) hereinafter called "the Supplier" has undertaken, purchase of Contract No. _____ dated, _____ to Supply _____ (Description of goods and Services) hereinafter called "the Contract".

AND WHEREAS it has been stipulated by you in the said Contract that the supplier shall furnish you with a bank Guarantee by a scheduled/ nationalized bank for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the Contract. AND WHEREAS we have agreed to give the Supplier a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the supplier, up to a total of _____ (Amount of the guarantee in Words and Figures) and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the contract and without cavil or argument, any sum or sums within the limit of _____ as aforesaid, without your needing to

prove or to show the grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of _____

Signature and Seal of Guarantors

Date

Address:

Telephone no.

E. mail