### **BID DOCUMENT**

OF

**Open Tender no. : Municipal Commissioner, Nagar Nigam, Dehradun Date :**

**( Open Tender , Two Packet System )**

**Date of Opening : 13.08.2015 at 3.30 PM.**

**TENDER FOR : DESIGN, DEVELOPMENT & MAINTENANCE OF ANDROID APPLICATION FOR DEHRADUN MUNICIPAL CORPORATION**

PACKET-I : TECHNICAL BID

PACKET-II : FINANCIAL BID

**NAGAR NIGAM,DEHRADUN**

 **Uttarakhand**

**Email ID: nagarnigam.ddn@gmail.com**

**Website:www.nagarnigamdehradun.com**

# NOTICE INVITING TENDER NO. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sealed Tenders are invited for the following Assingment from reputed software devloper organisations having sound technical capacity and creadentials for successful completion of similar nature of work preferably in ULBs. Similar nature means supply and installation of integrated GIS & Remote sensing package software . The detail description of tender as below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Brief description of work** | **Tender Document Money****(Rs)** | **Earnest Money Deposit****(EMD)****(Rs)** | **Start date of Tender availability at Office**  | **Last date and time of Tender submission** | **Date of opening of Tender (Technical Part)** | **Bid Submission****&****Opening Venue** |
| DESIGN, DEVELOPMENT & MAINTENANCE OF ANDROID APPLICATION FOR DEHRADUN MUNICIPAL CORPORATION | Rs.500/- +13.5% ( In the form of DD in favour of MC, NAGAR NIGAM) | Rs.20,000/- ( In the form of FDR in favour of MC, NAGAR NIGAM) | 02.08.2015 | 12.08.15( 5:00 PM) | 13.08.15( 3:00 PM) | OFFICE OF MUNICIPAL COMMISSIONER, NAGAR NIGAM, DEHRADUN UTTARAKHAND |

The tender documents are available Nagar Nigam office on all working days from 10.00 AM to 5.00 PM, address given above, on submission of Demand Draft of Rs. 500.00+13.5% Tax in favour of **Account Officer ,Nagar Nigam Dehradun.** The bidder can also download the tender documents from Nagar Nigam Dehradun official website **www.nagarnigamdehradun.com** and submit the bid with in time frame at 1 patel Road,Nagar Nigam Dehradun(Uttarakhan)**.**

**NOTE\*\***Canvassing in any form shall be liable for disqualification. MC, Nagar Nigam Dehradun reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

CONTENTS

The Tender document comprises the following sections :

SECTION – A ELIGIBILITY CRITERIA FOR PARTICIPATION IN THE TENDER

SECTION – B INSTRUCTION TO BIDDERS

SECTION – C GENERAL TERMS & CONDITIONS

SECTION – D SPECIAL TERMS & CONDITIONS

SECTION – E BID FORM

SECTION – F TECHNICAL SPECIFICATION

SECTION – G FINANCIAL BID

**SECTION-A**

###### ELIGIBILITY CRITERIA FOR PARTICIPATION IN THE TENDER

1. Bidder can be a Proprietary or Partnership Firm or Pvt.Ltd.Or Limited Company & should have their registered office/centre in Uttarakhand.

2. The bidder should have executed at least one order of any android application development project .

3. Experience of Software development executed during the last three years and financial details like turnover, balance sheet , proof of satisfactory completion of work etc.

4. Documentary evidence of adequate financial standing - (10% of contract amount) .

5. The bidder should have a minimum annual turnover of Rs. 10 lacs.

6. EMD & Tender Document Fee should be duly attached.

**In absence of any one of the above , the offer will be treated as non-responsive and summarily rejected .**

**SECTION – B**

**INSTRUCTIONS TO BIDDERS**

Interested Bidders are required to submit their technical proposals and commercial proposal in two separate sealed envelopes as per instructions given below: -

The firm shall seal & mark various parts of the proposal as follows:

**A)** Techno Commercial Bid in one envelope super- scribed with words: -

“**Techno Commercial Bid for** DESIGN, DEVELOPMENT & MAINTENANCE OF ANDROID APPLICATION FOR DEHRADUN MUNICIPAL CORPORATION” , “ **Tender no**.\_\_\_\_\_\_\_\_ **dated** \_\_\_\_\_\_\_“**& “Do Not Open Before 13.08.2015, at 3:00 PM”.**This envelope will also contain the EMD and Tender Document Fees (if the tender document is downloaded from the website) in separate small envelope inside it.

**B)**  FINANCIAL Bid in one envelope super- scribed with words **“FINANCIAL Bid for** DESIGN, DEVELOPMENT & MAINTENANCE OF ANDROID APPLICATION FOR DEHRADUN MUNICIPAL CORPORATION”

**C)**  All the envelopes shall be sealed in a covering envelope super scribed with words **“Tender No.:\_\_\_\_\_\_\_\_\_\_\_dated \_\_\_\_\_\_\_\_\_, Techno Commercial Bid & financial Bid for** DESIGN, DEVELOPMENT & MAINTENANCE OF ANDROID APPLICATION FOR DEHRADUN MUNICIPAL CORPORATION**” & “Do Not Open Before 13.08.2015, at 3:00 PM”.**

The sealed envelope containing the sealed Techno Commercial Bid and financial Bid should be addressed to the **MNA NAGAR NIGAM, DEHRADUN**, through post / speed post / Courier or dropped personally within the stipulated time in the tender box kept with him . No other mode of delivery shall be accepted. MNA Nagar Nigam will not be responsible for any postal delay. Late submission of Bid will not be accepted.

**(B.1) TECHNO COMMERCIAL BID**

The Techno Commercial Bid should consist of the following documents:

1. Technical proposals submission letter on the letterhead of the firm clearly indexing the enclosures.
2. Bid Form duly filled and signed as per format on the letterhead of the bidder.
3. Original Tender document duly stamped & signed on each page , as a token of acceptance of all terms and conditions laid down in the tender document.
4. Detailed profile of the company& Certificate of Incorporation
5. Supporting documents of orders executed
6. Copy of PAN Card & Copy of TIN
7. EMD & Tender Document Fees (if downloaded from the web site) in separate envelope.

**(B.2) FINANCIAL PROPOSAL**

Price Bid as per format provided in the relevant section to be submitted in a separate envelope as mentioned in the tender document. Insertion of Price bid in techno-commercial proposal will summarily cancel the bid.

**SECTION - C**

**GENERAL TERMS AND CONDITIONS**

**(i) Schedule of the Tender**

The tender document shall be submitted on or before 12.08.2015, at 5.00 PM. to Municipal Commissioner , Nagar Nigam, Dehradun

**(ii) Amendment of Invitation**

At any time 3 days prior to the deadline for submission of proposals, Municipal Commissioner, Nagar Nigam, Dehradun reserves the right to add / modify / delete any portion of this document by issuance of a Corrigendum, which would be published on the website and will also be made available to all the Bidders who have been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents (Techno Commercial as well as Price Bid).

1. **Earnest Money Deposit (EMD)**

The firm shall furnish an EMD of Rs. 20,000.00 in the form of a demand draft from a Scheduled Bank . Any bid not accompanied with the valid EMD shall be summarily rejected.

Earnest money will be refunded to the unsuccessful bidders after receiving application from them on completion of tender process. In case of successful bidders earnest money will be retained till security deposit of 2**%** of the total value of the job is deposited in the form of Bank Guarantee ( format given) for a validity period of 90 days.

Earnest money of the bidder is liable to be forfeited in case of any false submission / statement. In case of any refusal to abide by terms and conditions or refusal to enter into a written agreement as per prefixed terms and conditions authority is at liberty to forfeit earnest money and take lawful actions.

1. **Clarification Regarding Tender Document**

A prospective Bidder requiring any clarification about the tender document and scope of work may contact the person through e-mail / letter as mentioned above.

**(v) Awarding of Contract**

Municipal Commissioner, Nagar Nigam, Dehradun will award the contract to the successful bidder whose bid has been valued as per Price and Other criteria. Municipal Commissioner, Nagar Nigam, Dehradun reserves the right not to accept the Lowest Price bid with out assigning any reason what so ever and the bidder will not challenge such decision in any forum what so ever Mukhye Nagar Adhikari, Nagar Nigam, Dehradun also reserves the right to split the order and / or drop any line item as per direction of the end customer.

On finalisation of the tender , Letter of Intent will be given to the successful bidder. The bidder then will demonstrate the specified feature to the end customer . After receiving satisfactory demonstration certificate from the end customer , the bidder will be asked to deposit the PBG of 2% of the total order value.

The successful bidder will have to give security deposit in the form of Bank Guarantee for a period of 90 days.

**(vi) Amendment of Proposals**

In order to afford prospective Bidder reasonable time to make amendment in their proposals, Municipal Commissioner, Nagar Nigam, Dehradun may, at his discretion, extend the deadline for the submission of proposals. However, no such request in this regard shall be binding on MC, NAGAR NIGAM, Dehradun.

**(vii) Language of Proposal & Correspondence**

The proposal submitted by the Bidder should be in English language only. All the documents relating to the proposal (including brochures) supplied by the firm should also be in English, and the correspondence between the Bidder & Municipal Commissioner, Nagar Nigam, Dehradun will be in English language only. A duly signed formal copy must subsequently confirm the correspondence by fax / e-mail.

**(viii) Proposal Currency**

Prices shall be quoted in **Indian Rupees**, inclusive of all prevailing taxes, levies, duties, etc.

**(ix) Period of Validity of Proposals**

The price offers shall remain firm within the currency of contract and no escalation of price will be allowed.The quoted offer and / or rate must be valid for a minimum period of 120 days from the date of opening of the tender. The tender inviting authority reserves the right for seeking extension of validity of offered rates from the successful bidder. Acceptance of such request during actual offer is however optional to the bidder. The price validity will remain unaltered irrespective of any reason including foreign exchange rate variation**.**

Variation in statutory rate levied by Government will however be reflected for both reduction and escalation.

**(x) Formats and Signing of Proposals**

The original proposal shall be neatly typed and shall be signed by an authorised signatory / signatories on behalf of the Bidder. The authorisation shall be provided by written Power of Attorney accompanying the proposal. The person or persons signing the proposal shall initial all pages of the proposal, except for un-amended printed literature. The proposal shall contain no interlineations, erase or overwriting. In order to correct errors made by the Bidder, all corrections shall be done & initialed with date by the authorised signatory after striking out the original words / figures completely.

**xi) Sealing and Marking of Proposals**

Bidder shall seal & mark various parts of the proposal as mentioned in the Instruction to bidders above.

Every envelope and forwarding letter of various parts of the proposal shall be addressed as follows:

 **Office Of Municipal Commissioner Dehradun, Uttarakhand**

Signing across all joints & pasting good quality transparent adhesive tape on top of such joints & signatures with company seal shall seal the envelope.Proposals sent through telex / telegrams / fax / e-mail shall not be accepted. Municipal Commissioner, Nagar Nigam, Dehradun shall not be responsible for delay on account of delivery by the postal authorities as well as of courier companies. Such delivery shall be at the risk and cost of the vendor / bidder.

If the envelopes are not sealed and marked as required above, Mukhye Nagar Adhikari, Nagar Nigam, Dehradun shall assume no responsibility for the proposal’s misplacement or premature opening.

**(xii) Deadline for Submission of Proposals**

Proposals will be received by Municipal Commissioner, Nagar Nigam, Dehradun at the specified address not later than 12.08.2015, at 5.00 PM. Municipal Commissioner, Nagar Nigam, Dehradun may, at his discretion, extend this deadline. Mukhye Nagar Adhikari, Nagar Nigam, Dehradun may also extend this deadline for any other administrative reason.

**(xiii) Late Proposals**

Any proposal received by Municipal Commissioner, Nagar Nigam, Dehradun after the deadline for submission of proposals, as referred above **shall not be accepted.**

**SECTION – D**

SPECIAL TERMS AND CONDITIONS

1. **Interpretation of documents**

If any bidder should find discrepancies or omission in the specifications or other tender documents, or if he should be in doubt as to the true meaning of any part there of, he shall make a written request to the tender inviting authority for correction / clarification or interpretation before 7 days of opening of the bid.

1. **Payment Terms**

Payments will be made according to the following schedule:

On Successful Award over of 30% of the scope of work of project – 25%

On Successful Hand over of 60 % of the scope of work of project – 25%

On Finalhosting of the android application on play store– 50%

The security deposit of an amount equivalent amount of 2% of the total value of the order is to be deposited in the form of a bank guarantee valid for 90 days, from any **Nationalized Bank** before the release of the payment.

1. **Preparation of Tender**

Tender shall be submitted in accordance with the following instructions:

i) Tenders shall be submitted in the prescribed forms. All signatures shall be in longhand. Where there is conflict between the words and the figures, the figure shall govern.

ii) All notations must be in ink or type written. No erasing or overwriting will be permitted. Mistakes may be crossed out and corrections typed or written with ink adjacent thereto and must be initialed in ink by the person or persons signing the tender.

iii) Tenders shall not contain any recapitulation of the work to be done. Alternative proposals will not be considered unless called for. No written, oral, electronic, telegraphic or telephonic proposals for modifications will be acceptable.

iv) Tenders shall be delivered to the office as notified on or before the date and time set for the opening of tenders in the Notice Inviting Tender. The packet of documents including the tender shall be enclosed in sealed envelope having the title of the work and the name of the bidder.

v) Tenders subject to any conditions or stipulations imposed by the bidder are liable to be rejected.

1. Each and every page of the tender document must be signed with date and company seal by the bidder. This is required to show that the bidder had accepted all the terms and conditions mentioned in this tender document.
2. **Withdrawal from Tender**

Any bidder may withdraw his tender by written request at any time prior to the scheduled closing time for receipt of tenders and not thereafter.

1. **Opening of Tender**

The tenders shall be opened at the time set forth in the document. Bidders or their authorized representatives are invited to be present and to put their signatures on the records of tender opening as each tender is opened.

1. **Assignments**

The tender committee allows no Consortium in the tender before the prior approval.

1. **Canvassing**

Canvassing or support in any form for the acceptance of any tender is strictly prohibited. Any bidder doing so will render him liable to penalties, which may include removal of this name from the register of approved Contractors.

1. **Warranty**

The bidder will warranty that products supplied under the contract are newly made and are free from defeats in the design, engineering and workmanship. The bidder would be responsible for the up keep and maintenance of the necessary deliverables under the scope of work during the entire warranty period of 12 months **from the date of final acceptance of the system by the customer**. The bidder shall not, without the express prior written consent of MC, NAGAR NIGAM DEHRADUN, assign to any third party of the contract or part thereof.

1. **Delivery**

All material should be delivered and tested at a central location provided by MC, NAGAR NIGAM DEHRADUN, and there after installed at the site within FIVEMONTHS from the date of issuance of LOI.

1. **Security Deposit**

Successful bidder will have to submit a performance bank guarantee within 15 days of issuance of LOI , amounting 2% of **total ordered value ( inclusive of all taxes) in the format given in the tender document for a validity period of 90 days of the quoted items**. Failure to submit will result in termination of any claim of the bidders and forfeiture of earnest money and security deposit. The order placed on the bidder will then automatically be cancelled.

1. **Acceptance of Tender**

The acceptance of the tender will rest with the accepting authority who is not bound to accept the lowest or any tender and reserves the right to reject in part or in full any or all tender(s) received and to split up the work among participants without assigning any reason thereof.

1. **Non escalation of Price**

The price offers shall remain firm within the currency of contract and no escalation of price will be allowed.

1. **Price Validity**

The quoted offer and/ or rate must be valid for a minimum period of 120 days from the date of opening the tender. The tender inviting authority reserves the right for seeking extension of validity of offered rates from the successful bidder. Acceptance of such request during actual offer is however optional to the bidder.

1. **Quantity or Place variation**

The Vendor may be asked to supply the same products at the same rate at different places and / or at the same places within this price validity period, which they are bound to accept.

1. **Price**

In the Price bid, Price should be quoted Bid format only.No deviation in any form in the Price Bid sheet is acceptable.Price quoted should be firm, inclusive of packing, forwarding, insurance and freight charges. Percentage / specified amount of taxes & duties should be clearly mentioned otherwise Mukhye Nagar Adhikari, Nagar Nigam, Dehradunreserves the right to reject such vague offer.

1. **Discrepancies and Adjustment thereof**

Discrepancy between description in words and figures, the rate, which corresponds to the words quoted by the bidder, shall be taken as correct.Discrepancy in the amount quoted by the bidder due to calculation mistake of the unit rate, the unit rate shall be regarded as firm.Discrepancy in totaling or carry forward in the amount quoted by the bidder shall be corrected.

1. **Disputes and Arbitrations**

In case of any dispute or differences, breach and violation relating to the terms of this agreement, the said dispute or difference shall be referred to the sole arbitration of Municipal Commissioner, Nagar Nigam, Dehradunor any other person appointed by him. The award of the arbitrator shall be final and binding on both the parties.

In the event of such arbitrator to whom the matter is originally referred to vacates his office on resignation or otherwise or refuses to do works or neglecting his work or being unable to act as arbitrator for any reason whatsoever, the Executive Director (Technical) shall appoint another person to act as arbitrator in the place of outgoing arbitrator and the person so appointed shall be entitled to proceed further with the reference from the stage at which it was left by the predecessor.

The arbitration shall be held in Uttarakhand only.

1. **Governing Laws**

This Tender Document and the contract shall be governed by and interpreted in accordance with Laws in force in India. The courts at Uttarakhand shall have exclusive jurisdiction in all matters arising under the contract.

1. **Force Majure Condition**

If the execution of the contract/supply order is delayed beyond the period stipulated in the supply order as result of outbreak of hostilities, declaration of an embargo or blockade of fire, flood, acts of God, then Municipal Commissioner, Nagar Nigam, Dehradunmay allow such additional time by extending the project execution timeframe as considered to be justified by the circumstances of the case and its decision will be final. If additional time is granted by the Municipal Commissioner, Nagar Nigam, Dehradunthe supply order shall be read and understood as if it had contained from its inception the execution date as extended.

**SECTION - E**

**BID FORM**

(Bidders are requested to furnish the Bid Form in the Format given in this section, filling the entire Blank and to be submitted on Letter Head)

Municipal Commissioner,

Nagar Nigam, Dehradun

Uttarakhand

Dear Sir,

Having examined the Bid documents we, the undersigned, offer to undertake the job of “**DESIGN, DEVELOPMENT & MAINTENANCE OF ANDROID APPLICATION FOR DEHRADUN MUNICIPAL CORPORATION**--------------------------------------------------------------*” as* per the Tender No. --------------------------------------------------------------- dated----------------------------------------

We agree to abide by this bid for the period of 3 (three) months from the date for fixed for price bid opening and it shall remain binding upon us for acceptance at any time before the expiry of the period.

This bid, together with your written acceptance thereof and your order / notification of award, shall constitute a binding contract between us.

We understand that Mukhye Nagar Adhikari,Nagar Nigam, Dehradunreserves the right to accept in full / part or reject any or all the bids received or split order within successful bidding without any explanation to bidders and his decision on the subject will be final and binding on Bidder.

We had given an EMD of Rs. --------------- (FDR No\_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_) along with the technical document.We also abide to go through bank Guarantee of 2% of the job value as Performance Bank Guarantee in case of successful award of contract.

Dated, this …………………..day of ……………………2015

Signature

………………………………………………………..

(In capacity of)

duly authorised to sign bid for and on behalf of

(Name and Address of the Bidder) (Affix Official Seal)

**SCOPE OF WORK –DEHRADUN MUNICIPAL CORPORATION ANDROID APP**

# User Android Application

1. CHECK AND OBTAIN BIRTH CERTIFICATE.
2. CHECK AND OBTAIN DEATH CERTIFICATE.
3. COMPLAINT REGISTRATION.
4. ELECTED WING DETAILS .
5. ADMIN WING DETAILS.
6. PLACES TO SEE.
7. LIST OF CITY HERITAGE SITES & WALK DETAILS.
8. LIST OF HOSPITALS WITH LOCATION.
9. LIST OF SCHOOLS, COLLEGES, PROFESSIONAL & TECHNICAL INSTITUTION WITH LOCATION.
10. LIST OF CITY CIVIC INFRASTRUCTURE.
11. DEHRADUN NAGAR NIGAM DETAILS : ABOUT, DMC-SNEAK PEAK, GALLERY,OTHERS.
12. CITIZEN FACILITIES.
13. DIRECT CONNECT: SOLID WASTE MANAGEMENT HELPLINE.
14. EMERGENCY TOOLKIT.
15. ACTIVE TENDER INFORMATION.
16. DOWNLOAD FORMS PERTAINIG TO VARIOUS SEVICES (LIST OF FORM WILL BE AVAILABLE,SINGLE CLICK DOWNLOAD).
17. CHECK AND PAY OUTSTANDING OR ADVANCE PROPERTY TAX .
18. ALERTS/NOTIFICATIONS TO USERS REGISTERED MOBILEADMIN ANDROID APPLICATION.
19. HOARDING DETAILS AND PAYMENTS.
20. CHECK SHOPS AND ESTABLISHMENT REGISTRATION CERTIFICATION DETAILS.
21. FORM DOWNLODING
22. NOTIFICATION AND SMS INFORMATION SYSTEM.
23. USERS ROLES BASED ON DEPARTMENTS CONCERNED.
24. ANALYSIS OF TRENDS AND ADVANCE REPORTING.
25. PAYMENT GATEWAY.
26. GRIEVANCE REDRESSAL MODULE.
27. DATABASE OF USERS.

**The total cost of the project is not more than 10 lack(including all taxes)**

**SECTION - G**

###### FINANCIAL BID

Tender for Providing Consultancy Services for----------------------------------------------------------------------------------------------------------------------------- Tender No.----------------------- Dated----------------

To,

Municipal Commissioner,

Nagar Nigam,

Dehradun

Dear Sir,

In response to the above tender , we offer our price as below :-

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | Item Description (Details stated in the Technical compliance Sheet) | **Unit Rate** | **Taxes (as applicable)** | **Price (All Inclusive)** |
| 1 | SoftwareDesign, Development, Testing, Demonstration & Maintenance Of Android Application For Dehradun Municipal Corporation |  |  |  |
|  **TOTAL** |  |

**In Words: -**

**(Signature with official seal )**

\* Price in words will be final , in case of any discrepancy