



ASANSOL DURGAPUR DEVELOPMENT AUTHORITY

A Statutory Authority of the Government of West Bengal
(Under Urban Development & Municipal Affairs Department)
1st Administrative Building
City Centre, Durgapur -713216
email : adda.dgpr@gmail.com

Memo No.:ADDA-11015(12)/8/2024-DGP-IT(ADDA)-ADDA/938 Date:03.10.2024

NOTICE INVITING e-Quotation

**REQUEST FOR PROPOSAL (RFP) FOR
SELECTION OF FIRM / AGENICIES AS SYSTEM INTEGRATOR
FOR DEVELOPMENT AND CREATION OF AN INTEGRATED
SOFTWARE FOR
ASANSOL DURGAPUR DEVELOPMENT AUTHORITY**

By

**THE CHIEF EXECUTIVE OFFICER
ASANSOL DURGAPUR DEVELOPMENT AUTHORITY
1st ADMINISTRATIVE BUILDING
CITY CENTRE, DURGAPUR -713216
EMAIL: - adda.dgpr@gmail.com**

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SCHEDULE OF BIDDING PROCESS

Sl. No	Particulars	Date & Time
1	Date of publication of Tender on Website	08.10.2024
2	Last date for receiving queries by email to adda.dgpr@gmail.com	23.10.2024
3	Date of Pre-Bid meeting at 2nd th Floor , ADDA Conference Hall	25.10.2024
4	Last Date/Time for receipts of bids	12.11.2024
5	Date of Technical Bid opening	14.11.2024
6	Date of Presentation for Eligible Bidders	Announced later on
7	Announcement of Selected Bidder	Announced later on

SECTION1: INSTRUCTION TO BIDDERS

Definitions

- a) "ADDA" means Asansol Durgapur Development Authority;
- b) "Employer/Client" means the ADDA
- c) "Firm/Agencies/Company" means any private or public entity that will provide the Services to the ADDA under the Contract as **System Integrator**.
- d) "Contract" means the Contract signed by the Parties and all the attached documents listed in its Clause 1; that is the General Conditions (GC), the Special Conditions (SC) by which the GC may be amended or supplemented, and the Appendices.
- e) "Data Sheet" means such part of the Instructions to Bidders used to reflect assignment conditions.
- f) "Day" means calendar day.
- g) "Government" means the Government of West Bengal.
- h) "Instructions to Bidders" (Section2 of the RFP) means the document which provides shortlisted Bidders with all information needed to prepare their Proposals.
- i) "Personnel" means qualified persons provided by the Bidder and assigned to perform the Services or any part thereof.
- j) "Proposal" means technical proposal or a financial proposal, or both.
- k) "QCBS" means Quality and Cost-Based Selection.
- l) "RFP" means this Request for Proposal.
- m) "Services" means the work to be performed pursuant to the Contract.

1. INTRODUCTION

General

Asansol Durgapur Development Authority (ADDA) an Authority under Govt. of West Bengal will select Firm/agency/ organization (the "Firm") as "System Integrator" in accordance with the method of selection specified in the Data Sheet.

Firm / Agency / Company should familiarize themselves with local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the assignment and local conditions, Firm/Agency/Company are encouraged to visit the project area.

Firm / Agency / Company shall bear all costs associated with the preparation and submission of their Proposals. Costs might include site visit; collection of information; and, if selected, attendance at contract negotiations etc.

ADDA is not bound to accept any Proposal and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Firms/Agencies.

In preparing their Proposals, Firm/Agency/Company are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

ADDA intends to develop an integrated online system for provisioning different types of services to the people as well as ensure an online system of collection of payments against such services at the earliest in accordance of various Acts and Laws.

Conflict of Interest

ADDA requires that Firm/Agency/Company provide professional, objective, and impartial advice and at all times hold the Client's interests paramount; avoid conflicts with other assignments or their own corporate interests and act without

any consideration for future work. Firm/Agency/Company shall not be recruited for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the ADDA. Without limitation on the generality of the foregoing, Firm/Agency/Company and any of their associates shall be considered to have a conflict of interest and shall not be selected under any of the circumstances set forth below:

- i) If a Firm/Agency/Company combines the function of consulting with those of contracting and/or supply of equipment; or
- ii) If a Firm/Agency/Company is associated with or affiliated to a contractor or manufacturer; or
- iii) If a Firm/Agency/Company is owned by a contractor or a manufacturing Firm with departments or design offices offering services of this nature. The Firm/Agency/Company should include relevant information on such relationships along with a statement in the Technical Proposal cover letter to the effect that the Firm/Agency/Company will limit its role to that of a Firm/Agency/Company and disqualify itself and its associates from work, in any other capacity or any future project within the next five years, that may emerge from this assignment (including bidding or any part of the future project). The contract with the Firm/Agency/Company selected to undertake this assignment will contain an appropriate provision to such effect; or
- iv) If there is a conflict among such assignments, the Firm/Agency/Company (including its personnel and sub-bidders) and any subsidiaries or entities controlled by such Firm/Agency/Company shall not be recruited for their assignment. The duties of the Firm/Agency/Company is depends on the circumstances of each case. While continuity of services may be appropriate in particular situations if no conflict exist, a Firm/Agency/Company cannot be recruited to carry out an assignment that, by its nature, will result in conflict with another assignment of such Firm/Agency/Company. For example, a Firm/Agency/Company engaged to prepare engineering design for an infrastructure project shall not be recruited to prepare an independent environmental assessment for the same project; similarly, a Firm/Agency/Company assisting a client in privatization of public assets shall not purchase, nor advise purchasers of, such assets or a Firm/Agency/Company hired to prepare terms of reference for an assignment

shall not be recruited for the assignment in question.

Fraud and Corruption

The ADDA requires that Firm/Agency/Company observe the highest standard of ethics during the procurement and execution of such contracts. In such pursuance of this policy, ADDA defines, for the purposes of this provision, the terms set for the same are as follows:

- a) "corrupt practice" means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves and/or those close to them, or induce others to do so, by misusing the position in which they are placed, and it includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; and
- b) "fraudulent practice" means a misrepresentation of facts in order to influence
 - i) a procurement process or the execution of a contract to the detriment of the borrower, and includes collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the borrower of the benefits of free and open competition).
 - ii) will reject a Proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract; and
 - iii) will declare a Firm ineligible, either indefinitely or for a stated period of time, to be awarded any contract if it at any time determines that the Firm has engaged in corrupt or fraudulent practices in competing for, or in executing, any contract.

Dispute and its Jurisdiction

In the case of any dispute or any difference arising at any time between the parties in respect of this matter, the same will be resolved by mutual discussion and if not resolved the in accordance with and subject to the

provision of the applicable Act and only courts of DURGAPUR CITY ONLY shall have jurisdiction in all matters arising out of connected with agreement. Further, this agreement is subject to laws of INDIA alone.

Proposal

If a Firm/Agency/Company submits or participates in more than one proposal, such proposals shall be disqualified.

Proposal Validity

The Data Sheet indicates how long the Firm/Agency/Company' Proposals must remain valid after the submission date. During this period, the Firm/Agency/Company shall maintain the availability of experts nominated in the Proposal. The Client will make its best effort to complete negotiations within this period. In case of need, the Client may request Firm/Agency/Company to extend the validity period of their Proposals. Firm/Agency/Company have the right to refuse to extend the validity period of their Proposals.

Participation of ADDA Employees

No current or retired ADDA employee shall be deployed by the Firm/Agency/Company without the prior written approval by the appropriate authority.

Bid Security

Bid Security (Earnest Money Deposit)

- a) The Earnest Money Deposit (EMD) or bid security of amount indicated in Data Sheet to be transferred Online through the eTender Portal.
- b) The Employer shall reject any bid not accompanied by appropriate bid security, as non- responsive.
- c) The bid security of the successful Bidder shall be returned as promptly as possible and he has assigned the Contract and furnished the required performance security.
- d) Bid securities of the unsuccessful bidders shall be returned to them at the

earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract to successful bidder.

- e) The bid security may be forfeited:
 - i) If a Bidder withdraws its bid during the period of bid validity.
 - ii) If the successful Bidder fails to
 - sign the Contract within required time frame;
 - Furnish a performance security.

2. CLARIFICATIONS AND AMENDMENTS TO RFP DOCUMENTS

Firm/Agency/Company may request a clarification of any of the RFP documents as indicated in the Data Sheet prior to 7days of the last date of submission of bids. Any request for clarification must be sent in writing to the address indicated in the Data Sheet. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure under Sub- Clause 2.2.

At any time before the submission of Proposals, the Client may, whether at its own initiative, or in response to a clarification requested by a Firm, amend the RFP by issuing an addendum in the etender website or on the Authority's website. To give Firm/Agency/Company reasonable time in which to take an amendment into account in their Proposals, the Client may at its discretion, if the amendment is substantial, extend the deadline for the RFP submission.

3. PREPARATION OF THE PROPOSAL

Firms/ Agencies's Proposal (the Proposal) shall consist of:

- i) Envelope: Letter containing Application for Bid Proposal, Bid Security Demand Draft and the Technical Proposal along with formats as specified in the RFP to be submitted physically in ADDA office within due date and time ,and
- ii) The Financial Proposal is to be submitted online on wbtenders.gov.in and

Bid Security, Cost of RFP Document, and evidences of proving Bid Eligibility: Bid security as mentioned in clause no 1.13 above shall be placed in Envelope-I. In addition, the Firm/Agency/Company must enclose all evidences to support the bid eligibility. If the bid security and evidences supporting bid eligibility are found proper then only technical and financial proposals will be entertained.

The Proposal should include a cover letter signed by person(s) with full authorization to make legally binding contractual (including financial) commitments on behalf of the Firm/Agency/Company.

4. **THE TECHNICAL**

General

The Technical Proposal shall not include any information related to financial proposal and any Technical Proposals containing information related to financial proposal shall be declared non- responsive.

Technical Proposal Format

The Firm/Agency/Company shall submit technical proposal as per the data sheet which indicates the format of the Technical Proposal to be used for the assignment. Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non- responsive.

Eligibility Criteria:

- i) The Firm/Agency/Company must be a company registered under Companies Act, 1956 /2013 or Partnership or LLP or Proprietary Firm. Documentary (Certificate of incorporation/relevant document) evidence to be submitted.
- ii) The Firm/Agency/Company shall be registered in West Bengal under the relevant Act/Rule of the Government (Company Act , Proprietorship Act etc as applicable) and
- iii) The Firm/Agency/Company has minimum 5 years' experience in developing IT software and
- iv) The Firm/Agency/Company shall have an annual turnover of Rs. 1.00 Crore or more in each of the last 2 Financial Years i.e. 2022-2023 and 2023-2024. Audited Balance Sheet/Audited Accounts/Auditor Certificate in support of their claim to be submitted

The proposal shall contain details on the following:

Proposal Type Content	Technical Proposal (TP)
Eligibility and Technical Details	i) TECH-2A ii) Two more self-declaration statement should be attached herewith for qualifying as a valid participant <ul style="list-style-type: none"> • Participation certificate -2B • No- Blacklist statement -2C

Firm/Agency/Company should get always be prepared to substantiate the claimed experience if so requested by the Client.

- i) A concise, complete and logical description of how the Firm/Agency/Company's team will carry out the services to meet all requirements of the TOR.
- ii) A work plan/ppt showing in graphical format (bar chart) the timing of major activities, anticipated coordination meetings, and deliverables such as reports required under the TOR.
- iii) An organization chart indicating relationships amongst the Firm/Agency/Company, Consortium Members, the Client, and other parties or stakeholders, if any, involved in the assignment.
- iv) Comments, if any, on the TOR to improve performance in carrying out the assignment. Innovativeness will be appreciated, including workable suggestions that could improve the quality/effectiveness of the assignment. In this regard, unless the Firm/Agency/Company clearly states otherwise, it will be assumed by the Client that work required to implement any such improvements, are included in the inputs shown on the Firm/Agency/Company's Staffing Schedule.
- v) The Technical Proposal shall not include information related to financial proposal. Technical Proposals containing information related to financial proposal shall be declared non responsive.

5. FINANCIAL PROPOSAL

All information provided by Firm/Agency/Company' and Financial Proposal will be treated as confidential.

The Financial Proposal is to be submitted in the online site - wbtenders.gov.in
No proposed schedule of payments should be included in Firm/Agency/Company' Financial Proposals.

Bidders shall quote the rates in % (in figure as well as word format).

Form TECH-2C is an acknowledgement that, in preparation and submission of the Technical and Financial Proposals, Firm/Agency/Company have:

- i) Not taken any action which is constitutes a corruption or fraudulent practice; and
- ii) Agreed to allow the Client, at their option, to inspect and audit all accounts, documents, and records relating to the Firm/Agency/Company Proposal and to the performance of the ensuring Firm/Agency/Company Contract.

The rates to be quoted shall be in the format given in Data Sheet and it shall include all costs/ expenses and statutory taxes except GST.

6. SUBMISSION, RECEIPT AND OPENING OF PROPOSALS

The original Proposal (Earnest Money Deposit, Technical and Financial Proposals) shall contain no interlineations or overwriting, except as necessary to correct errors made Firm/Agency/Company by themselves. Any such corrections, interlineations or overwriting must be initialed by the person(s) who signed the Proposal.

All required copies of the Technical Proposal as specified in the Data Sheet will be made from the original.

The original and all copies of the Technical Proposal to be sent to the Client shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL." The envelopes (Envelope 1 -Application, Instruments for Cost of RFP Document and Bid Security, and Technical Proposal shall be placed into an outer envelope and sealed. The outer envelope shall bear the submission address, reference number and title of the project, and other information indicated in the Data Sheet.

Proposals must be delivered at ADDA Office Durgapur on or before the time and date stated in the Data Sheet or any new date established by the Client according to provisions of Sub-Clause 2.2 and also on the Tendering Portal.

Failure in adherence to the aforesaid clauses shall lead to disqualification of the bidders

7. **PROPOSAL EVALUATION**

General

From the time the Proposals are opened to the time the contract is awarded, the Firm/Agency/Company should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by a Firm/Agency/Company to influence the Client in examination, evaluation, ranking of Proposals or recommendation for award of contract may result in rejection of the Firm/Agency/Company's Proposal.

The envelope 1 shall be opened first. If the bid security is not found to be in order then the proposal shall be treated as non-responsive and shall not be evaluated further.

The eligibility criteria will be first evaluated as defined in Notice Inviting Request for Proposals for each bidder. Detailed technical evaluation including technical presentation will be taken up in respect of only those bidders, who meet with the prescribed eligibility criteria.

The ADDA will be responsible for evaluation and ranking of Proposals received.

The ADDA evaluates and ranks the Technical Proposals on the basis of Proposal's responsiveness to the TOR using the evaluation criteria

A Technical Proposal may not be considered and thereby rejected for further evaluation in any of the following cases:

- i) The Technical Proposal was submitted in the wrong format;
- ii) The Technical Proposal included details of costs of the services; or
- iii) The Technical Proposal reached the Client after the submission closing time and date specified in the Data Sheet.
- iv) The relevant document and financial proposal were not uploaded in due date and time in the wb-e- tenders portal
- v) The Bidder does not meet the eligibility criteria as mentioned in this RFP

After the technical evaluation is completed, the Client shall notify Firm/Agency/Company whose Proposals met the qualifying criteria for their presentation on designated date and time at the ADDA office. After presentation and taking into account the technical proposals, only those Firm/Agency/Company whose Technical Proposals (Pt) received a mark of 45/100 or higher, online financial proposals shall thereafter be opened.

Firm's General Experience and Experience in Similar Assignments (50 Points)

Factors to consider: Each reference project included in the technical proposal will be judged. Higher scores will be given to a Firm/Agency/Company, which has more experiences for projects with relevant nature on the basis of below mentioned criteria.

Criteria	Marks Basis	Maximum Marks allotted	Supportive Documents to be submitted
Year of experience in IT field in West Bengal	1 marks for every year of experience	10	Relevant Documents for claim of experience
Average Annual Turnover of the Bidder in last 3 years ending 31st March, 2024.	2 marks for every Rs. 1 Crore Average Annual Turnover in last 3 years ending 31st March, 2024	10	Extracts from the audited Balance sheet and Profit & Loss; OR Certificate from the statutory auditor
Number of successfully completed projects with value of Rs.10 lakhs per project	2 marks for every 5 projects completed	10	Completion Certificates from the client; OR Work Order + Self Certificate of Completion (Certified by the Statutory Auditor);
Nos. of IT applications with value of Rs. 3 lakhs or more developed for any State/Central Government Department	2 marks for every applications completed	10	Completion Certificates from the client; OR Work Order + Self Certificate of Completion (Certified by the Statutory Auditor)

<p>RESOURCE PROFILE IT manpower on Firms payroll as on 30.09.2024</p>	<p>Project Manager - 2 marks, Web Developer- 1 Mark, Database Administrator- 1 Mark</p> <p>GENERAL RESOURCES Minimum 5 years experience in IT related projects preferentially web based projects= 1mark for every resources max of 5 Marks</p> <p>Support Level Personnel- 1 Mark</p> <p>Other IT related Man Power – 1 Mark for every 5 manpower- Maximum of 5 marks</p>	<p>15</p>	<p>Self Declaration Certified by the Statutory Auditor</p>
<p>Certifications and Credentials</p>	<p>(SEI) CMMI certification Level III- 2 Marks (SEI) CMMI certification Level V- 2 Mark Extra ISO 27001 certification – 1 Marks</p>	<p>5</p>	<p>Copy of Relevant Certificates</p>
<p>Maximum Total</p>		<p>60</p>	

Approach and Methodology (ppt)

Criteria	Marks for Presentation
The Bidder is to present their plan of action with proposed dates and timelines, modules to be developed, which can augment the quality of services for the consumers of ADDA as well as increase the revenue potential of ADDA purely by using integrated IT software services and support. Preference will be given to bidders with <ul style="list-style-type: none">i) core understanding of functionalities of ADDAii) ready to go software solutions that can be deployed at the earliestiii) Project Management Approach Methodologyiv) strong team credentials having experience of revenue generation for governmentv) Training and Support solution proposedvi) proposal of customization and 'after sale service' policy of the concern participant	40
Maximum Total	40

Thus the maximum marks for Technical Proposal is 100 marks.

8. EVALUATION OF FINANCIAL PROPOSALS

Public Opening of Financial Proposals

- i) The generally established tender procedural methodology will be followed to open each Financial Proposal and evaluation of Financial Proposals Following the ranking of Technical Proposals, based on QCBS method, financial proposals shall be opened, and the highest ranked bidder based on cumulative technical and financial evaluation ranking will be invited for contract negotiations.
- ii) ADDA intends to develop the integrated online software through various modules over a period of time under the guidance of their IT team for the purpose. The IT team shall provide details of modules to be developed and finalize with the Firm/Agency/Company on mutual basis the estimated manpower and time required for such development. Based on the scope of work agreed , the selected Firm/Agency/Company shall provide
 - i) Manpower/services as required by ADDA and/or
 - ii) develop modules within the agreed no. of days

Terms of Payment: Payment shall be made to the Firm/Agency/Company at the prevailing NICSI rates for the specific manpower/man days/services after completion, handover of specific module to ADDA. Multiple modules may need to be developed as per the requirement of ADDA during the contract period. The entire agreement shall be on work-pay basis.

The Firm/Agency/Company shall quote the % it intends to charge over and above the NICSI rate payments as service charge for overall project management , supervision and administrative charges for their services.

Example Case:

Assume For development of Accounts Module, 2 software developers with 5+ years of experience are required by ADDA IT team for 2 month.

Assume Prevailing rate of NICSI is Rs. 30,000 /- per month for each developer of this experience

Thus total payment to be made to agency for this module is :
 $\text{Rs. } 30,000 * 2 \text{ developers} * 2 \text{ months} = \text{Rs. } 1,20,000/-$

Assume % quoted by selected Firm/Agency/Company is 5 %

Thus total payment to the Firm/Agency/Company for Accounts module after handover of this module will be = $\text{Rs. } 1.2 \text{ lakhs} + 5\% \text{ of } 1.2 \text{ Lakhs} = \text{Rs. } 1.2 \text{ lakhs} + \text{Rs. } 6,000 = \text{Rs. } 1.26 \text{ lakhs}$

GST shall be paid additionally as applicable for these services

The detailed contents of each Financial Proposal will be subsequently reviewed by the Client.

NOTE:

The weightage for Financial Proposal (Pf) and Technical Proposal (Pt) has been given 30% and 70% respectively.

The Financial Proposals shall be given scores as follows:

$$Pf = (HB / LB) \times 100$$

Where:

Pf is Financial Score

HL is the Lowest Bid Price

HB is the Highest Bid Price

The Composite Score from Technical Proposal and Financial Proposal shall be computed as follows:

$$\text{Composite Score} = (Pf \times 0.3) + (Pt \times 0.7)$$

Where:

Pt is the Technical Score of the proposal under consideration

The Eligible Firm/Agency/Company getting highest marks would be declared Successful.

In the event that two or more Eligible Firm/Agency/Company(s) secure the same overall score, ADDA may:

- i) Declaring the Eligible Firm/Agency/Company securing highest technical marks amongst the Eligible Bidder(s) securing same overall score, as preferred bidder
OR
- ii) Take any such measure as may be deemed fit in its sole discretion or annulment of the bidding process.

9. CONTRACT NEGOTIATION AND AWARD OF CONTRACT

ADDA may either choose to accept the Proposal of the Preferred Firm/Agency/Company or invite him for negotiations. In case negotiation fails, ADDA has the right to invite the next preferred Firm/Agency/Company for negotiation.

Technical Negotiations: This will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan and schedule, and organization and personnel, and any suggestions made by the Firm/Agency/Company to improve the TOR. The Client and the Firm/Agency/Company will finalize the TOR, personnel schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as "Description of Services." Special attention will be paid to clearly defining the inputs and facilities required from the Client to ensure satisfactory implementation of the assignment. The Client shall prepare minutes of negotiations which will be signed by the Client and the Firm/Agency/Company.

Negotiations will conclude with a review of the draft Contract. To complete negotiations the Client and the Firm/Agency/Company will initial the agreed Contract. If negotiations fail, the Client may invite the Firm/Agency/Company whose Proposal received the second highest score to negotiate a Contract.

After completing negotiations the Client shall award the Contract to the selected Firm/Agency/Company and notify the other Bidders who could have been invited to negotiate a Contract that they were unsuccessful. After Contract signature, the Client shall return the unopened Financial Proposals to the Firm/Agency/Company whose Technical Proposals have not secured the minimum qualifying mark, or were found to be technically non-responsive.

The selected Firm/Agency/Company is expected to commence the Assignment on the date and at the location specified in the Data Sheet.

10. DURATION OF ASSIGNMENT

The duration of assignment for satisfactory performance of the services the contract will be the period defined in Data Sheet.

11. PERFORMANCE SECURITY

The bidder will furnish within 10 days of the issue of Letter of Acceptance (LOA), an Account Payee Demand Draft in favour of "Asansol Durgapur Development Authority" payable at Durgapur, West Bengal, or Bank Guarantee as per format in Annexure from any nationalized or scheduled commercial Bank in India for an amount equivalent to Rs.5,00,000 (Rupees Five Lakhs Only) towards Performance Security valid for a period of six (6) months beyond the stipulated date of completion of contract. The Performance Security will be released after six month and rectification of errors, if any, found during appraisal/approval of Reports by competent authorities whichever is later.

12. **Other Terms & Conditions:**

1. Complaints and Corrective Action

The authorized person of the selected agency will be responsible to resolve any allegations of irregularity/illegal action of any person on behalf of the agency. He/ She will be bound to give his /her response in writing to the ADDA on any alleged irregular or illegal actions taken by the Agency within 7 days of receipt of such complain.

2. Penalties for Non-Performance

Penalties

In case of loss of or misuse of data and resultant any loss of revenue due to willful in-action or incorrect information by the agency, a penalty of Rs. 20,000/- or equivalent of the ascertained loss for each such incidence will be recovered from the agency.

Termination of Contract

The contract of engaged agency will be terminated, as decided by ADDA under any or all of following situations:-

- If the performance of the engaged agency is found to be non-satisfactory and fall below Benchmarks.
- If the engaged agency resorts to unfair practices in development processes;
- Provides false information consciously by its staff;
- Fails to meet targets, as agreed, mutually by engaged agency.

The engaged Agency will be given a warning, in writing, and asked to improve performance. If performance is not improved within three months, ADDA can replace such engaged Agency after serving a written notice for termination of contract.

The contract can be terminated by written notice from either side in a period of one Month. However, during the currency of contract all parties shall discharge their due obligations. ADDA reserves the right to cancel the contract due to non-performance by the agency under the contract and/or agency not abiding to the code of conduct.



Chief Executive Officer
Asansol Durgapur Development Authority

Section2: DATA SHEET TO INSTRUCTION TO BIDDERS

S.No	Instruction
1.	The applicant Firm/Agency/Company is required to deposit, along with its proposal, an EMD or Bid security equivalent to amount Rs. 1,00,000 (Rupees One Lakh Only) (the“ Bid Security ”) through the eTender Portal. The Bid shall be summarily rejected if it is not accompanied by the Bid Security.
2.	Clarifications may be requested as per the schedule given by email to : adda.dgpr@gmail.com
3.	The Addendum/corrigendum ,if any, shall be uploaded on referred web sites at http://addaonline.in or http://eauction.gov.in and shall be binding on all bidders
4.	Contract Period shall initially be for a period of 5 years from date of signing of agreement. The period maybe extended at a later date after mutual negotiations and consent.
5.	Virtual conferences shall be used extensively for efficiency as well as to avoid unnecessary travel. However The Firm/Agency/Company may be required to visit the office of ADDA/IT team on case to case basis once a month for review of ongoing works and further planning for future developments.


Chief Executive Officer
Asansol Durgapur Development Authority

SECTION 3: TECHNICAL FORMS

FORM TECH-2: FIRM/AGENCY/COMPANY'S ORGANIZATION AND EXPERIENCE

FORM TECH-2A: Firm/Agency/Company's Organization

[to be given of Rs.100 non-judicial stamp paper]

Letter No. [•] Dated: [•]

To
The Chief Executive Officer,
The Asansol Durgapur Development Authority (ADDA)
City Centre, Durgapur, West Bengal 713216

Dear Sir,

With reference to your RFP No..... details are as follows:

Name of the Firm/Agency/Company	
Address of Registered Office of Lead Firm / Agency/ Company:	
Year of Establishment:	
Contact Person with Contact Details:	
Annual Turnover* in last two years(Rs in Lakhs) FY2022-23 FY2023-24 Average Annual Turnover for above two Financial Years:	
Current Contract Commitments: (Rs in Lakhs)	
Experience: ❖ Number of years: ❖ No of IT Software on Payroll in June 2024 ❖ Total assignments: ❖ Assignments completed: ❖ No of Assignments completed with value of Rs.10 lakh or above each : ❖ No of IT apps developed : ❖ Revenue in FY 22-23 ❖ Revenue in FY 23-24	
Remarks (if any)	

The statement should be counter signed by authorized Chartered Accountant with seal, UDIN number and self attested by the bidder.

FORM TECH-2B: Firm/Agency/Company's Organization Format for Participation Certificate

To be submitted on the letterhead of the Bidder

Letter No. [•]

Dated: [•]

To
**The Chief Executive Officer,
The Asansol Durgapur Development Authority (ADDA)
City Centre, Durgapur,
West Bengal 713216**

Dear Sir,

1. With reference to your RFP No..... Our Bid is unconditional and unqualified.
2. I/ We acknowledge that ADDA will be relying on the information provided in the Bid Proposal and the documents accompanying the Bid Proposal for qualification of the Bidders, and we certify that all information provided in the Bid Proposal are true and correct; nothing has been omitted which renders such information misleading or incomplete; and all documents accompanying the Bid Proposal are true copies of their respective originals.
3. This Bid Proposal is being submitted for the express purpose of qualifying as a Bidder for the RFP No as stated above
4. We acknowledge the right of ADDA to reject our Bid Proposal/ Bid without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
5. We understand that ADDA may cancel the Bidding Process at any time and that you are neither bound to accept any Bid Proposal/ Bid that you may receive nor to invite the Bidders to Bid for the Project, without incurring any liability to the Bidders.
6. We believe that I/ we satisfy all the Qualification Requirements as specified in the tender document and are/ is qualified to submit a Bid.
7. We undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the provisions of this tender document; we shall intimate ADDA of the same immediately.

8. The Bid Proposal and Bid submitted by us shall be valid for a minimum period of 180 (one hundred and eighty) days from Bid Due Date or any extension thereof as requested by ADDA.
9. We further declare that by submitting this Bid, we agree to be bound by the terms and conditions of the tender document, without any reservations, objections or qualifications.
10. We do hereby confirm and declare that we have independently inspected website, ascertained and obtained all relevant and necessary information, data, particulars, and conditions of services, facilities, requirements, which are directly or indirectly related to scope of work.
11. We have read & hereby accept our role, responsibility & obligations under the Tender Document, and undertake not to raise any dispute and/or objection on such account due to our ignorance, misinterpretation or for any reason whatsoever.

Thanking you,

Yours faithfully,

Signature of Bidder with Official Seal

**FORM TECH-2C: Firm/Agency/Company's Organization: Format for Declaration against
Blacklisting**

[to be given of Rs.100 non-judicial stamp paper]

Letter No. [•] Dated: [•]

**To
The Chief Executive Officer,
The Asansol Durgapur Development Authority (ADDA)
City Centre, Durgapur, West Bengal 713216**

Dear Sir,

With reference to your RFP No We hereby solemnly declare that in respect of any tender/ contract issued by a government or any government instrumentality:

- a) none of our contracts have been terminated or foreclosed due to their default during the last 5 (five) years from the RFP publication date;
- b) as on the RFP publication date the bidder is not blacklisted, banned, de-listed or suspended or under purchase holiday in connection with any tender/ contract for IT related businesses;
- c) we have not breached any terms of tenders or contracts, which could result in the rejection of our bids or cancellation of our contracts, as applicable;
- d) we have examined and we have no reservations or objections to the RFP document, including any Corrigendum (a)/ Amendment(s) issued by ADDA;
- e) we do not have any conflict of interest in accordance with Clauses of the RFP document;
- f) we have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, collusive bidding or bid rigging as defined in Clauses of the RFP document; we also undertake to ensure that no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice or collusive bidding or bid rigging;
- g) we have not been found guilty of offences involving bribery, corruption, fraud, offences against the state including loyalty to the state and non-payment of statutory dues to any government or government instrumentality;
- h) there is no instance of winding up/insolvency or other proceedings of a similar nature is pending against us or a receiver has been appointed for our assets;
- i) none of the directors of our company / Firm have been convicted in any cognizable offence by any court of law; irrespective of whether the conviction is pending under appeal in a higher court, unless the

conviction is stayed by the higher court.

We further declare that:

- a) All information furnished by us either in any self-certified supporting document or any other document in respect of fulfillment of eligibility criteria of this tender is complete, correct and true
- b) All documents/ credentials submitted with this tender are genuine, authentic, true and valid
- c) If it is found at any point of time that our documents are not genuine or false or forged then in that case our tender will be rejected, Bid Security/Performance Security by us will be forfeited and we will be debarred from participating in further/ future ADDA tenders and/ or any action as deemed fit by ADDA may be taken against us, including termination of the contract, forfeiture of all dues including forfeiture of Bid Security/Performance Security and banning/ delisting of our entity and all related persons etc. for 3 (three) years from the date of issue of such notifications
- d) Decision whether the documents submitted are genuine and authentic, will be taken by ADDA based on verification and will be final and binding on the bidder

Thanking you,

Yours faithfully,

Signature of Bidder with Official Seal

NICSIT2Website Development Rateswef01-Apl-2022to 30-Sept-2022

Sl. No.	Manpower Category	NICSI WO Cost
1	Program Manager	151,165
2	Project Manager	100,777
3	Solution Architect	69,284
4	UI Designer	62,986
5	Developer(0-2Yrs)	27,714
6	Developer(3-5Yrs)	40,311
7	Developer5+Yrs	69,284
8	Quality Expert	44,090
9	MobileAppDeveloper0-2Yrs	44,090
10	Mobile AppDeveloper3-5Yrs	56,687
11	Mobile AppDeveloper5+Yrs	81,881
12	DatabaseAdmin3-5Yrs	62,986
13	DatabaseAdmin5+Yrs	75,583
14	Security Expert	50,388
15	System Admin	50,388
16	Tester0-2Yrs	25,194
17	Tester3-5Yrs	37,791
18	Tester5+Yrs	62,986
19	Documentation Expert	31,493
20	BusinessAnalyst3-5Yrs	45,350
21	BusinessAnalyst5+Yrs	56,687
22	Training and Change Mmgt Expert	35,272
Non Technical expert		
1	Requirement Gathering Expert	35,272
2	Translation and Correction Expert	41,570
3	Proof Reading Expert	44,090
4	Project Coordinator for Translation	31,493
5	Offsite seat per cost(if work is Done in agencies office)	9,448
6	HelpDesk Services	25,194

Memo. No-

Dated

Copy forwarded to :-

1. The Commissioner of Police, ADPC, Asansol
2. The District Magistrate, Paschim Bardhaman
3. The Commissioner, Asansol Municipal Corporation.
4. The Commissioner, Durgapur Municipal Corporation.
5. The Sub-Divisional Magistrate, Durgapur
6. The Sub-Divisional Magistrate, Asansol.
7. The AEO(Asansol), ADDA
8. The AEO(Land), ADDA
9. The AEO(Admin), ADDA
10. The FO, ADDA
11. The System Manager, for display in ADDA Web Site & upload in wbTenders.gov.in.
12. O.S, for arrangement of publication of the Notice in three national daily newspapers
One in Hindi one in Bengali & one in English for a day.
13. The Notice Board, ADDA
14. Office Copy


Chief Executive Officer
Asansol Durgapur Development Authority