

# Request for Proposal (RFP)

## Development of Web GIS based “**Gaon Panchayat Resource Information System**”

RFP NOTICE NO: ASTEC/ARSAC-1858/2018/2019-20/1219

DATED: 08 Aug. 19

Rescheduled notice number:

**(ASTEC/ARSAC-1858/2018/2019-20/2913 Dated:3/10/2019)**

**Assam Science Technology and Environment Council,**

**Science and Technology Department, Govt of Assam**

BIGYAN BHAWAN, Near IDBI Bank, Bhangagarh, G.S. Road

Guwahati – 05

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## TENDER REFERENCE

Sl.	Information	Details
1.	NIQ No.	ASTE/ARSAC-1858/2018/2019-20/1219
2.	Pre-Bid Conference Date & Place	20/08/2019 ASTE Council, Bigyan Bhawan Near IDBI Building, G.S. Road, Guwahati-781005
3.	RFP Publication Date	08/08/2019
4.	Earnest Money Deposit (EMD)	Rs. 20,000/-
5.	Last Date & Time for submission of bids <b>Rescheduled submission date</b>	29/08/2019, 2:00 pm <b>15/10/2019, 2 p.m(as per resolution of the tender committee dated:10/9/2019)</b>
6.	Date, Time & Place for opening of Technical Bid	29/08/2019, 2:30 pm ASTE Council, Bigyan Bhawan Near IDBI Building, G.S. Road, Guwahati-781005
7.	Date & Time of opening of Financial Bid	To be intimated to the technically qualified bidders

## 1. Introduction

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ARSAC, a division of Assam Science Technology and Environment Council (ASTEAC) develops Remote Sensing based techniques and their application for natural resources management in the state. Govt. of Assam vide Memo No. STE 86/2016/93A dtd. 23<sup>rd</sup> March, 2018 has designated ARSAC as the State Nodal Agency for all Remote Sensing (RS), GIS and GPS related work and procurement and supply of satellite data for the state of Assam. It further generates resource information both in spatial (map) and non-spatial(attribute) forms using Remote Sensing & Geographical Information System (GIS). It also acts as a partner institute with NRSC, ISRO under various National Missions initiated by National Natural Resources Management System (NNRMS) of ISRO.

In phase **1**, 343 nos. of GPs within four prioritized districts of Assam has been selected for development of GIS based resource information system at Gaon Panchayat level using High Resolution Remote Sensing satellite data.

<b>Prioritized Districts (Total no of GPs)</b>	<b>Area (in hectares)</b>
1. Nagaon (GP =184)	253441.0884
2. Majuli (GP=22)	120640.8965
3. Hailakandi (GP=62)	133755.3063
4. Darrang (GP=75)	154534.0246

In phase **2**, 1859 out of total **2202** number of GPs within remaining 29 districts (excluding the three hill districts) of the state of Assam has to be incorporated with all the themes listed.

### **Objectives:**

The broad objectives of WebGIS based **Gaon Panchayat Resource Information System** (GPRIS) is:

1. Generation of Village level Resource database for each Gaon Panchayat of prioritized districts i.e. the Resource Information in GIS using Remote Sensing for following themes:
  - a) Land Use / Land Cover on 1:10,000 scale
  - b) Irrigated and unirrigated villages within GP's
  - c) Wetlands (Major, notified and revenue)
  - d) Wasteland
  - e) Soil type based on legacy data
  - f) Slope
  - g) Settlement
  - h) Socio- economic data (census data).
  
2. The database has to be seamless with respect to Administrative boundary of the

state and will be integrated with village boundaries/GP BOUNDARIES.

3. Dissemination of available cadastral maps through WMS for activity planning by GP officials.

4. Integration and display of census records (demographic and socioeconomic) into each GP through the Web- GIS portal.

5. Preparation of Digital Atlas for Administrator, Planners or Resource managers

6. GPRIS should be enabling users to geo-tag inputs of various assets with photograph storage facility and update changes in soil and water quality layers, landslide zones, flood site information, LULC etc. as well as provide for the display of captured information on the portal. Facilitate for the retrieval of Database (Geo-tagged inputs) through an API.

7. GPRIS should allow modification of web feature service (role-based edit, delete, update of data layers)

8. GPRIS should be integrated with login role based interactive feedback system (administrative user & general user). The feedback system should notify administrative user as soon as an issue is flagged by any general user.

9. GPRIS should have a clean User Interface (should be mobile-friendly) integrated with the basic features of mapping framework (measure tool, drawing tool, download resources, AOI selection tool, etc.). Download will be made available only to select users on the basis of official permission.

## 2. Scope of Work

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The scope of the assignment involves the development and implementation of Web GIS based Gaon Panchayat Resource Information System for the state of Assam. Development of a comprehensive Geo-database of the State GIS data along with Web GIS based application, GPRIS, to facilitate dissemination of GP level information, Monitoring/ Decision Support for 3 tier Panchayati Raj Institutions in a single platform for developmental planning at grass root level. This database will provide inputs for various Govt. schemes like Krishi Sanchayee Yojana, Village Resource plan etc. It will serve objectives of Jan Bhagidaari or public participation in Geospatial governance applications and serve the objectives of space inputs for Governance as well as Digital India and unlock the issues for the development of selected Aspirational districts.

The WebGIS Portal will extend the following features and functionality

- Web GIS based application to facilitate dissemination of geo-spatial data related to Panchayat level information (LULC/SOIL TYPES/ WETLANDS/IRRIGATED/UNIRRIGATED/GROUND WATER QUALITY PARAMETERS layer from the legacy data etc.) to PRIs for decision support as per the following:
  - Dissemination of WMS for different thematic layers and Base Map (High Resolution Satellite Image, Topographic Maps, Hybrid maps\*\*)
  - Spatial Analysis of the Thematic data layers such as Buffer Analysis/ Proximity Analysis to derive important assertions for Asset management and decision support.
  - Facilitate reporting and updating of the events such as forest fire/ floods/landslides/natural calamities etc. along with photograph storage facility from the web application to the database and display of the same on the portal.

The Web GIS based Portal has to be developed using the industry standard technology and development tools and shall facilitate universal accessibility through the internet. The application shall be intuitively designed to facilitate an easy to use ergonomic design interface for hassle free operation and information access. The Application shall have the following broad features.

### Application Features

- User friendly System with logically organized Navigation Controls for easy information accessibility.
- Integration of WMS of different thematic layers and Base Map (High Resolution Satellite Image, Topographic Maps, Hybrid maps) from Google maps, Bing maps etc.
- Table of Content (ToC) based organization of Spatial Data Layers, Soil, Wetlands, Forest, etc. Themes
- GIS toolbar for Spatial Data Management (Pan, Zoom, Scale, Measurement –

\*\* Should provide a comparative analysis of map API services provided by Google/Bing (paid/free)

Distance/ Area, Identify/ Information Window, Search)

- Query Builder interface for execution and generation of attribute (geo-spatial queries) on Area of Interest (AoI) along with generation of information on sidebar for each query (e.g. On selection of a particular AoI, an information panel displaying the administrative officers of the area concerned plus socioeconomic data is also expected to be popped up) for Decision Support.
- Generation of Map based reports at the user end
- Customized Portal views for Administrative and Public users

### **Geo Database Creation**

NNRMS Database design and standardization will have to be followed for the creation of Geo Database Schema by the selected bidder, which in turn will also help ARSAC to integrate the generated legacy data separately into the Database of BHUVAN STATE NODE.

### **Web Hosting & Commissioning of the Portal**

The selected bidder shall be solely responsible for testing, web hosting, and commissioning of the complete and accepted web GIS portal in the onsite server.

### **User Training**

The selected bidder shall design and develop the training materials/ training handouts related to the technology stack implemented in the project. The training materials should include methodologies and procedures to add, update & delete features from the portal. Selected bidder shall impart on-site training at ARSAC premises.

### **Warranty**

The selected bidder shall provide maintenance of the web architecture free of cost for a period of 12 months from the date of web hosting and commissioning of the web portal.

### **Operation Support**

Selected bidder will provide 1-year support to ARSAC for updating and smooth operation of the portal. Besides, the bidder shall designate a program manager (off-site) for smooth co-ordination of the activities including maintenance. This is extendable subject to negotiation and agreement of terms between Assam Science Technology and Environment Council, Science and Technology Department, Govt of Assam and the Selected bidder.

### 3. Technical Specifications

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The proposed WEB GIS portal should be developed using the industry standard software tools and technologies to facilitate hassle free operational efficiency and application scalability with feature/ functionality augmentation in the future. The Technical Specifications for the proposed web portal are specified as follows.

Sl.	Software Category	Specifications
1	Operating System	LINUX (CENT OS) **
2	Web Server	Apache Web Server**
3	Application Development Framework	(Bootstrap Framework + PHP) **
4	Map Framework	Leaflet**, Open Layers**
5	Scripting	JavaScript, jQuery
6	GIS Server	Open Source Server**(Map Server/GeoServer)
7	BaseMap Provider	Google**/Bing**/Hybrid / Cartosat 2 PAN (1m)

Sl.	Hardware Category	Specifications
1	System***	Intel processor/8GB RAM/1TB HDD
2	Dedicated Public IP (1 nos)	2Mbps (bandwidth)

*\*\*The bidder can suggest for best possible alternatives to the above quoted technologies / service providers along with the minimum hardware requirements to execute the same should be clearly defined. However, the bidder should provide with a comparative analysis (pros and cons) as to why their quoted technology/service should be utilized rather than the one quoted above.*

*\*\*\*Software items need to be compatible with the hardware platform defined above. The application should be able to cater 30 concurrent users.*



## **4. Deliverables**

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Following deliverables are envisaged under the assignment.

WebGIS Portal covering:

- i) Application Software of GPRIS (covering all the aspects explained in Objectives & Scope of work section)
- ii) Operation Handbook and Training Manual (Guidance to add new features / modification of existing features) for the complete solution.
- iii) The above application has to be developed and delivered within 3 months from the date of commencement of work (on-site / offsite). Bidders need to submit cost of development both in terms of offsite and on-site development mode. Bidders need to provide 1-year support after commissioning of the project.

## 5. Time line

The development and implementation of the proposed Web GIS based state GPRIS portal is a time bound assignment and must adhere to the following timeline.

Sl.	Project Milestone	Timeline (months)					
		1/2	1	1 <sup>1/2</sup>	2	2 <sup>1/2</sup>	3
1	System study and development of System Requirement Specification and user acceptance criteria						
2	Integration of Geo-database						
3	Development of Web GIS based GPRIS Portal with the integration of API						
4	Web hosting, testing & commissioning of the Web GIS Portal (in a phased manner)						
5	User Training / Feedback & Rectification						

Note:

1. Above works to be completed within 3 months from the date of issue of work order/acceptance letter, failing which the selected bidder will have to request The Director, ASTEC for further extension of completion time along with sufficient justification. If the Director, ASTEC satisfies the above justification, then further extension for completion of work will be entertained.

*If the selected bidder fails to execute the allotted work within the stipulated time then, their EMD amount will be forfeited without any notice thereof and the said work will be treated as stand cancelled.*

2. If the selected bidder does not comply/adhere to fulfil the standard/requirement of the allotted work, the same work will stand cancelled without any notice thereof.

*Moreover, if the quality of the work is inferior or substandard based on the requirement mentioned in the RFP/NIQ then also the allotted work order will stand cancelled without any notice thereof.*

## **6. TERMS OF PAYMENT**

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Development and commissioning of WebGIS based GPRIS Portal:

80% of the total contract value will be released soon after successful completion/compilation/development/rectification of the said work and balance 20% will be released soon after successful completion and final user acceptance.

## 7. Eligibility Criteria

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Bidders who are desirous of bidding for the project shall meet the following eligibility criteria to qualify through the technical bid.

<b>Sl. No.</b>	<b>Qualification Criteria</b>	<b>Documents/ proof</b>
1	Bidders shall submit an IPO of Rs. 20/- or Court fees of Rs. 8.25 only or D.D. of Rs. 20/-in favour of "Director, ASTEC" payable at Guwahati	❖ IPO / DD
2	The bidder should be in the field of GIS/ IT services for at least 2years as on date of submission of the bid.	❖ Firm registration certificate
3	Bidder should have completed at least one GIS/ MIS work of value more than Rs.10.0 lakhs in last 2 years. Copy of work order and completion certificate to be submitted as supporting.	❖ Work order of executed WEB GIS related work and completion certificate need to be enclosed.
4	The bidder should produce the self-attested photocopies of Company PAN Number & GST Number	❖ Copy of Company PAN Number, ❖ GST Certificate
5	The Bidder should not have been barred/ blacklisted by any PSU/Govt. Deptt. in doing projects with them	❖ <b>Annexure B</b>
6	Financial Soundness Certificate from Bank or Chartered Accountant	❖ Documentary evidence to support the same

## **8. Instructions to Bidder**

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### **General Requirements**

- i) This invitation for bids is open to all Indian firms who would fulfil the criteria as specified in the RFP.
- ii) The response to RFP is required to address all technical requirements contained within this RFP.
- iii) Only proposals submitted strictly in accordance with the RFP documents or as may be required by the Authority will be considered as valid proposals by the Authority.
- iv) The RFP is not a Work Order. A separate Work Order will be made available only after selection of a qualified bidder as per given criteria.

## 9. SUBMISSION OF BID

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- i) Potential Applicant must complete and sign the Undertaking at **Annexure- A**.
- ii) Bidders can download the RFP for free of cost from the portal <https://astec.assam.gov.in> till due date and time of submission of bids.
- iii) Bidder shall submit an Earnest Money Deposit (EMD) amounting to Rs.20,000.00 (Twenty thousand) by Demand Draft from any Nationalised/Commercial bank. The EMD shall remain valid for a period of 6 months from the date of opening of the Bids. The EMD amount of successful bidder will be retained by this office and it would be released soon after successful completion of 6 months without any interest thereof. Moreover, the EMD of the unsuccessful bidder will be released soon after the acceptance of the said work by the selected bidder, subject to submission of an application.
- iv) Bidders shall submit an IPO of Rs. 20/- or Court fees of Rs. 8.25 only or D.D. of Rs. 20/- in favour of "Director, ASTEC" payable at Guwahati.
- v) Bidders are required to submit their Qualification Criteria(documents/proof); Technical and Financial Proposals. Bidders should submit printed original hard copy of the proposal document.
- vi) Bidder will submit their proposal in two parts. The first part will contain the documents relating to Qualification and Technical Criteria and the second part will contain the documents relating to Financial Proposal.
- vii) Financial Bid shall contain the **Price Bid Schedule** as per the format is given in **Annexure-C**.
- viii) The documents containing Technical Proposal and Financial Proposal should be submitted in two separate sealed envelopes marked "**Technical Proposal**" and "**Financial Proposal**" respectively.
- ix) The two sealed envelopes (**as per sl.no. (viii) as above**) should then be inserted in one sealed envelope super scribed with the wordings "**Do not open**" and this envelope should be clearly marked "Quotation for development of **Gaon Panchayat Resource Information System**".
- x) Name of the bidder/firm, address and contact number of the bidder/firm should be superscribed clearly on the envelope.

- xi) The Technical Bid and Financial Bid should be a complete document and should be bound as a volume separately. The document should be page numbered and appropriately flagged and contain the list of contents with page numbers. The deficiency in documentation may result in the rejection of the Bid.
- xii) The sealed envelope containing the proposal must be received in the office of the **Director, ASTEC** on or before **29/08/2019** within **2:00PM**. Envelopes /documents received after the stated time and date will be rejected.
- xiii) The Technical and Financial Bid shall be opened in the office of **Assam Science Technology and Environment Council (ASTEC), Bigyan Bhawan, Near IDBI Building, G.S. Road, Guwahati-781005** at the time on the due date mentioned in the RFP(Tender Reference). If due to any administrative reason the venue of Bid opening is changed it will be duly intimated in the portal <https://astec.assam.gov.in> .
- xiv) Offer received through Fax/E-mail or through open letter will not be accepted as per norms. **Tender document may be sent by Registered POST.**
- xv) Presence of representatives with authorisation of the concerned Firm (the bidder) is mandatory during opening of Technical bid.
- xvi) Bidders attending Technical Bid Opening are required to present a 10minute presentation, **Prototype Demonstration** or **Live Demo** of Homepage & WEB GIS framework along-with architecture.
- xvii) Bids submitted not in the manner prescribed are liable to be summarily rejected which will be the sole discretion of the Authority.

For any queries/ information the bidder can contact at the address mentioned below:

**Assam Science Technology and Environment Council**

**Bigyan Bhawan  
Near IDBI Building  
G.S. Road, Guwahati-781005  
Assam, India**

**Phone:** +91 - 361 - 2450147/ 2450646/  
2464619/ 2464621  
**Fax:** +91 - 361 - 2461217  
**E-mail ID** [astec@rediffmail.com](mailto:astec@rediffmail.com)

## **10. PREPARATION OF BID DOCUMENT**

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### **A. Technical Bid**

Name of the Bidder, Firm Address and Contact No. superscribed clearly on the envelope. The following documents are to be inserted into the Technical Bid:(**Essential enclosure**)

- a. IPO of Rs. 20/-or Court fees of Rs. 8.25 only or D.D. of Rs. 20/-in favour of “Director, ASTEC” payable at Guwahati
- b. Bidder shall submit an Earnest Money Deposit (EMD) amounting to Rs.20,000.00 (Twenty thousand) by Demand Draft from any Nationalised/Commercial bank. The EMD shall remain valid for a period of 6 months from the date of opening of the Bids. The EMD amount of successful bidder will be retained by this office and it would be released soon after successful completion of 6 months without any interest thereof. Moreover, the EMD of the unsuccessful bidder will be released soon after the acceptance of the said work by the selected bidder, subject to submission of an application.
- c. Firm registration documents to be submitted
- d. PAN No, is to be mentioned clearly with self-attested supporting evidence
- e. GST Registration No. is to be mentioned clearly with self-attested supporting evidence
- f. The bidder should be in the field of GIS/ IT services for at least 2years as on date of submission of the bid. Work order of executed WEB GIS related work and completion certificate need to be enclosed.
- g. The Bidder should not have been barred/blacklisted by any PSU/Govt. Deptt. in doing projects with them.
- h. Financial Soundness Certificate from Bank or Chartered Accountant.
- i. Bidders attending Technical Bid Opening are required to present a 10minute presentation, Prototype Demonstration or Live Demo of Homepage & WEB GIS framework along-with architecture
- j. Technical information as listed out in **Technical Specification** section (comparative analysis, if any)

**N.B.** The envelope containing Financial bid will be opened only for those Bidders who would duly qualify in the Technical Bid as per conditions mentioned in Eligibility Criteria section. **Forms for Technical Bid are given at Annexures A & B.**

### **B. Financial Bid**

Name of the Bidder/Firm, Address, Contact No. superscribed clearly on the envelope and should contain the following:

- a. Rates of each particular (mentioned *in items to be executed*) should be separately quoted for each component in Rupees inclusive of all applicable taxes i.e. T.D.S and GST, etc. including transportation and other applicable charges (if any). Applicable tax will be deducted at source for which necessary Tax Deduction Certificate will be issued to the supplier as and when asked for
- b. The Rates should be valid for at least 12 months
- c. The offer should contain rates with complete breakup of cost for the work
- d. Intending tenderers/bidders are to quote their rates for all works. Quoting rates for part of the work will not be accepted and considered as incomplete. Incomplete tender will be rejected

**The Financial Bid Summary Form is given at Annexure –C**



## 11. OPENING OF TECHNICAL BID

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- i) The Tender Committee shall open the Technical Bid in the presence of the bidder or their authorized representatives, who choose to attend at date and time specified in the NIQ / Tender Reference section. The authorized representatives, who remain present, shall sign the Attendance Register.
- ii) A maximum of two representatives authorized by any bidder shall be permitted to attend the bid opening.
- iii) The date fixed for opening of bids, if subsequently declared as a Govt. holiday, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working day, time and venue remaining unaltered.

## 12. OPENING OF FINANCIAL BID

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Financial Bid of only those bidders will be opened whose Technical Bids are found to be qualified and acceptable to Tender Committee, ASTE COUNCIL. The Authorized representative of the bidders may attend the Financial Bid opening. The qualified parties shall be notified with the date, time & venue of the opening of the Financial Bid.

## 13. EVALUATION OF PROPOSAL

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Tenders will be evaluated based on the following phases:

Phase I: Evaluation of Technical Bid

Phase II: Evaluation of Financial Bid

### Phase I: Evaluation of Technical Criteria

- i) In this part, the technical bid of agencies will be analysed and evaluated on the following criteria

SI. No.	Technical Criteria	Marks	Minimum Qualifying Marks
1	Experience of the Bidder in the development of WEB GIS platforms for Govt./PSUs/autonomous bodies/Authority.		10
	1 order	10	
	2 orders or more	20	
2	a. Comparison between the <b>Technical Specifications</b> and <b>offered specifications.</b>	20	20
	b. <b>Prototype Demonstration</b> or <b>Live Demo</b> of Homepage & WEB GIS framework along-with architecture	20	
3	Work Plan and Methodology for implementing the work	40	20

Bidders failing to meet the technical criteria by scoring less than 50 % of total marks shall not be considered for Financial Bid.

ii) Analysis of qualification and technical bid: -

1. In this part, the bid will be analysed and evaluated and the bid marks ( $S_{tm}$ ) shall be assigned to each bid on the basis of the evaluation matrix.
2. Each competency group will have Minimum Qualification Score and only those Bids receiving marks greater than or equal to cut-off marks in each competency group will be eligible for consideration in financial bids. The Authority shall determine the Tenderer that qualifies for the next phase after reviewing the clarifications provided by the Tenderer(s).

3. Bid Score: The Bid Score ' $S_t$ ' of the Tenderer shall be derived as under

$$S_t = (S_{tm}/S_H), \text{ where } S_t \text{ is the Bid Score}$$

**$S_{tm}$  = Total bid marks of the bid under consideration**

**$S_H$  = Highest total bid marks amongst all evaluated bids**

iii) The Director, ASTEC, Chairman, Tender Committee reserves the right to modify the evaluation process at any time during the Tender process, without assigning any reason, whatsoever, and without any requirement of intimating the Tenderer of any such change. At any time during the process of evaluation the Authority may seek specific clarifications from any or all Tenderer.

#### **Phase II: Evaluation of Financial Bid**

- i. The Bid of the Tenderer, who quotes the lowest rate, among the group of technically qualified bidders will be selected as L1 (Lowest Bidder).

#### **14. RIGHT TO VARY SCOPE OF WORK AT THE TIME OF AWARD**

The Authority may at any time, by a written order given to the Tenderer, make changes within the general scope of the Work. If any such change causes an increase or decrease in the cost of, or the time required for, the Tenderer's performance of any part of the work, whether changed or not changed by the order, an equitable adjustment shall be made in the agreed Price or delivery schedule, or both, and the Work Order shall accordingly be amended. Any claims by the Tenderer for adjustment under this Clause must be asserted within fifteen (15) days from the date of the Tenderer's receipt of the Authority's changed order.

#### **15. RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS**

The Director, ASTEC, Chairman, Tender Committee reserves the right to accept any bid, and to cancel the Tender process and reject any or all bids at any time prior to award of work, without assigning any reason thereof, thereby incurring any liability to the affected Tenderer or any obligation to inform the affected Tenderer of the grounds for the Authority's action.

#### **16. NOTIFICATION OF AWARD**

Prior to the expiration of the period of bid validity, the Authority will notify the successful Tenderer by e-mail or in writing, by registered letter that its bid has been accepted.

#### **17. ISSUING THE WORK ORDER**

At the same time as the Authority notifies the successful Tenderer that its bid has been accepted, the Authority will send the Work Order, incorporating its requirements including the conditions laid down in the RFP. Within 7 days of receipt of the Work Order, the successful bidder shall sign the Work Order and return a copy to the Authority as a token of acceptance of the requirements laid down.

#### **18. 10% Security Deposit**

Selected bidder will have to submit security deposit of 10% of the total work value by way of **D.D or Performance Bank Guarantee (Annexure-D)** in favour of "Director, ASTEC" payable at Guwahati which will be released after successful completion of **15months**. (Selected bidder may adjust their 2% **EMD** amount against total **Security Deposit** amount)

## **19. CONFIDENTIALITY OF THE DOCUMENT**

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This RFP is confidential and anything contained in this RFP shall not be disclosed in any manner, whatsoever.

## **20. REJECTION CRITERIA**

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Besides other conditions and terms highlighted in the RFP document, bids may be rejected under the following circumstances:

- i) Incomplete bids that do not quote for the complete Scope of Work as indicated in the bidding documents, addendum (if any) and any subsequent information given to the Tenderer.
- ii) Bids providing information that is found to be incorrect/ misleading at any stage / time during the Tendering Process.
- iii) Technical Bid containing financial details.
- iv) Bids that reveal prices in any form or by any reason before opening the Financial Bid
- v) Bids not submitted in Two Bid systems in separate envelopes.
- vi) Bids in which the total lump sum price quoted by the Tenderer is not inclusive of all taxes, duties, fees, levies, works contract tax and other charges
- vii) Bids made through Telex /Telegraphic / Fax/E. Mail.
- viii) Bids that do not confirm unconditional acceptance of full responsibility of executing the 'Scope of Work' of this Tender.
- ix) Bids in which the Tenderer seeks to influence the Authority's bid evaluation, bid comparison or contract award decisions.

## **21. SERVICE LEVEL AGREEMENT (SLA) DURING CONTRACT PERIOD**

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The vendor shall commit to provide support and maintenance of WEB GIS based GPRIS and its components under a formal Service Level Agreement (SLA) for a period of 12months, post work execution. The SLA for GPRIS shall ensure that the delivery of the application is made within the duration of the contract. The vendor shall be liable to be penalized if there is a delay in providing services during the contract period at a rate to be finalized by ARSAC, ASTE COUNCIL while signing the Contract Agreement.

## **22. PAYMENT SCHEDULE**

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Payment of the invoice value will be done on as mentioned in terms of payment **(as per sl. No.6)** on Submission of invoices and certification from ARSAC, ASTE COUNCIL's competent authority.

## **23. GENERAL**

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- i) The Tenderer shall not make any alteration / changes in the bid after the closing time and date. Unsolicited correspondences from Tenderer will not be considered.
  - ii) If at any stage of Tendering process or during the currency of the Work, any suppression / falsification of such information is brought to the knowledge of the Authority, the Authority shall have the right to reject the bid or cancel the Work Order, as the case may be, without any compensation to the Tenderer.
  - iii) The Tenderer shall deem to have complied with all clauses in the Tender under all the sections/chapters of the Bidding document, unless otherwise stated in the deviation statement. The Evaluation will be carried out on the available information in the bid.
  - iv) Any other point, which may arise at the time of evaluation, will be decided by Authority for assessment of the bids.
- v) Other important Information**
- a) The Authority is not bound to accept the lowest or any tender or to assign any reason for non-acceptance. The Director, ASTEC, Chairman, Tender Committee reserves its right to accept the RFP either in full or in part. Conditional Bids will be rejected outright.
  - b) The Director, ASTEC, Chairman, Tender Committee reserves the right to cancel the Work Order of any agency/ agencies in case of a change in the procedures or unsatisfactory services.
  - c) In the event of any dispute, the tribunals and courts in Guwahati will have the exclusive jurisdiction in respect of all matters pertaining to the agreement between the Consultant/Organisation/Institute and the Authority.

**UNDERTAKING**

To,  
The Director,  
Assam Science Technology and Environment Council  
Near IDBI Building  
G.S. Road, Guwahati-781005

I/We \_\_\_\_\_

Of (insert business address)

\_\_\_\_\_  
\_\_\_\_\_

Hereby submit our proposal in response to the Request for Proposal (RFP) on “**Development of Web GIS based Gaon Panchayat Resource Information System**” and undertake to abide by all the terms, conditions and specifications given in the bidding document while performing the contractual obligations relating to providing GPRIS. We also adhere to guarantee clause as specified in terms and conditions of the contract.

I/We understand that The Director, ASTEC, Chairman, Tender Committee reserves the right to accept / reject any application and the selection is at their sole discretion.

Yours faithfully

Signature of the bidder with office seal

Place

Date

**Declaration of Non-Blacklisting**

DD/MM/YYYY

To,  
The Director,  
Assam Science Technology and Environment Council  
Near IDBI Building  
G.S. Road, Guwahati-781005

Dear Sir/Madam

Sub.: Declaration on non-Black-Listment

We \_\_\_\_\_ hereby confirm that our firm/organization/company has neither been blacklisted by the Government of Assam or any of its agencies for any reasons whatsoever, nor has our firm/organisation/company been blacklisted by Central / any other State/UT Government or its agencies for indulging in corrupt or fraudulent practices or for indulging in unfair trade practices.

Sincerely yours

Authorized Signatory  
Name and Designation  
<< Bidder Name >>

Place:

Date:

**FINANCIAL BID****Development of Web GIS based Gaon Panchayat Resource Information System**

Sl. No.	Description of works	Value in INR	
		On-site	Offsite
1	Professional Fees for  Development of WEB GIS (GPRIS) as per defined scope of work in RFP		
2	Taxes, as applicable		
3	Miscellaneous Expenses		
	<b>Total Financial Bid (In Figures)</b>		
	<b>Total Financial Bid (In Words)</b>		

Note:

1. Rates should be quoted inclusive of all applicable taxes, duties, transportation, etc.
2. To be completed signed and submitted as a part of the bid

Signature

(Name and Address of the bidder with seal)

Dated this..... day of.....2019



**FORMAT OF PERFORMANCE BANK GUARANTEE (PBG)**

**To,  
The Director,  
Assam Science Technology and Environment Council  
Near IDBI Building  
G.S. Road, Guwahati-781005**

**OUR LETTER OF GUARANTEE No.: \_\_\_\_\_**

In consideration of "ARSAC, ASTEC", having its office at the BIGYAN BHAWAN (GUWAHATI) (hereinafter referred to as "ARSAC, ASTEC") and having entered into an agreement dated \_\_\_\_\_ / issued Work Order No. \_\_\_\_\_ dated \_\_\_\_\_ with /on M/s \_\_\_\_\_ (hereinafter referred to as "The Supplier").

WHEREAS, the Supplier having unequivocally accepted to provide the application as per terms and conditions given in the Agreement dated \_\_\_\_\_ / Work Order No. \_\_\_\_\_ dated \_\_\_\_\_ and ARSAC, ASTEC having agreed that the Supplier shall furnish to ARSAC, ASTEC a Performance Guarantee for the faithful performance of the entire contract amount of Rs. \_\_\_\_\_, to the extent of 10% (ten percent) of Rs. \_\_\_\_\_

We, \_\_\_\_\_ ("The Bank") which shall include OUR successors, administrators and executors herewith establish an irrevocable Letter of Guarantee No. \_\_\_\_\_ in your favour for account of \_\_\_\_\_ (The Supplier) in cover of performance guarantee in accordance with the terms and conditions of the Agreement/Purchase Order.

Hereby, we undertake to pay up to but not exceeding \_\_\_\_\_ (say \_\_\_\_\_ only) upon receipt by us of your first written demand accompanied by your declaration stating that the amount claimed is due by reason of the Supplier having failed to perform the Agreement and despite any contestation on the part of above named supplier.

This Letter of Guarantee will expire on \_\_\_\_\_ (after the completion of the warranty period) including 30 days of claim period and any claims made hereunder must be received by us on or before expiry date after which date this Letter of Guarantee will become of no effect whatsoever whether returned to us or not.

Authorized Signatory  
Manager  
Seal of Bank

**FORM OF CONTRACT AGREEMENT**

This Agreement, made the \_\_\_\_\_ day of \_\_\_\_\_ 2019, by and between

\_\_\_\_\_  
(name and address of Purchaser hereinafter called “the Purchaser”) and

\_\_\_\_\_  
(name and address of Supplier hereinafter called “the Supplier”) of the other part.

**Whereas** the Purchaser is desirous that the Supplier execute \_\_\_\_\_

\_\_\_\_\_  
(name and identification number of Contract hereinafter called “the Contract”)

and the Purchaser has accepted the Bid/Quotation submitted by the Supplier for the execution and completion of such Contract.

**Now this Agreement witnesses as follows:**

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereafter referred to, and they shall be deemed to form and be read and construed as part of this Agreement.
2. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to execute and complete the Contract in conformity in all respects with the provisions of the Contract.
3. The Purchaser hereby covenants to pay the Supplier in consideration of the execution and completion of the Contract the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
4. The General Conditions and Special Conditions of the contract document (enclosed) as contained in the Tender Document. No. ASTEC/ARSAC-1858/2018/2019-20/1219, dated 08.08.2019, constitutes part of this contract agreement and terms and conditions contained therein will be binding on the Purchaser and the Supplier.

**In Witness** whereof the parties hereto have caused this Agreement to be executed on \_\_\_\_\_, 2019

Signed By \_\_\_\_\_ (the purchaser)

Signed By \_\_\_\_\_ (the supplier)