

NASHIK MUNICIPAL CORPORATION
Rajiv Gandhi Bhavan, Sharanpur Road, Nashik - 422 002
Computer Department
Tender Notice No. 19 (2015-16)

Name of Work: - Appointment of Agency for Development of Software for Revision Register for Property Tax Department, NMC.

E-Tenders are invited from the reputed & experienced Agencies for the work of "**Appointment of Agency for Development of Software for Revision Register for Property Tax Department, NMC.**"

The Blank Tender Forms along with detail specification and scope of work is available on our website www.nashikcorporation.in from dtd. 19/03/2016 to 29/03/2016. Interested Parties are requested to visit the site and download the requisite Details subsequently. The Detail Tender is also available Free of cost in the Computer Section, Rajiv Gandhi Bhavan, Sharanpur Road, Nashik.

The Technical and Financial Bid should be submitted in the computer Section on or before 30/03/2016 up to 15:00 hrs positively.

The undersigned reserves the right to accept or reject any or all offers without assigning any reason thereof

Sd/-
HOD Computer Cell,
Nashik Municipal Corporation

NASHIK MUNICIPAL CORPORATION
Rajiv Gandhi Bhavan, Sharanpur Road, Nashik - 422 002
Computer Department
Detail Tender Notice

1) **Name of Work:-** "Appointment of Agency for Development of Software for Revision Register for Property Tax Department, NMC"

A) SCOPE OF WORK :-

1. User Management

- a. User Login
- b. User Type – Data Entry User , NMC Users, Admin, Super Admin
- c. User Access Management

2. Data Entry Module

- a. Search for Index Number, If found show Name and Address for the verification purpose of the Index number.
- b. If not found Enter the index number from the Register and show revision entry form.
- c. Revision Data Entry form will have the all the details like current form but need to modify same and add the fields like Revision Date, Clerk/ Responsible Person name , Current property Status (Demolished / residential/ Open plot/New Bungalow / Apartment etc), Revision Register Identification Number, whether New OR Old Revision, Order Details (Text Area).
- d. Attached Digitized image of the property, size restricted to Max 3mb each, this can be a separate module other than the Data Entry Screen and this will be policy decision.
- e. Save Entry
Finalization procedure of the revision record, in this process the record will get locked and not able to access further, for any kind of process.

3. Reports

- a. All the reports will have Export to Excel option – Only access to Admin users.
- b. Property Revision Report – in this report we can show the revision record of the property year wise, for the validation purpose.
- c. Register wise Property Revision Report – this report will be a consolidated report for each revision register per property wise.
- d. Consolidated Report - this report contents fields like Sr. No., Index No, Address, Property type, Ownership Type, Total Room count, Construction type, Authorization Status and any other option as suggested by the Engineer in charge.

The Agency shall be responsible for executing the entire work as per the Tender & Agreement approved by the Engineer-In-Charge of Nashik Municipal Corporation.

B) PRE-QUALIFICATION CONDITIONS:

- a) The agency shall be well established, reputed and experienced vendor of development of software.
- b) The Agency shall have established setup at Nashik.
- c) The Agency should be a registered firm having its presence in Nashik since at least 1 year. Attested copy of the registration of the firm or shop act license should be submitted along with the bid.
- d) The Agency shall have Annual Turnover of Min. Rs. 1 lacs per year since Last 2 consecutive years. The Copy of C.A. Certificate of Last 2 years Turnover to be submitted along with the Technical Bid.
- e) The agency shall have completed or work in hand for development and Implementation of online Software for at least one organization such as Government, Semi Government, Public sector Undertaking. (Attested copy of Certificate of completion, Work Order or certificate for satisfactory performance from the Head of the department of the concerned department should be submitted in Technical Bid)
- f) The Joint Venture / Consortium will not be allowed.
- g) The Bidder should not be declared insolvent or black listed by any authority.

2) Place of work: Within the Limits of Nashik Municipal Corporation, Nashik

3) Time Limit for work: - The Time Limit for the said work is 9 months from the date of Work Order including support and maintenance.

4) Validity of offers: 180 days from the date of submission of offer.

5) Time Table:-

(a) The Tender will be available Free of cost online on our Website www.nashikcorporation.in OR in the office of HOD Computer Cell, Computer Section, 3rd floor, Rajiv Gandhi Bhavan, Sharanpur Road, Nashik Municipal Corporation, Nashik, from 19/03/2016 to 29/03/2016 free of Cost . The interested Firms who has got the requisite experience as per the above prequalification conditions are requested to participate in the bidding Process.

(b) Last Date of submission of Financial Bid:- The offer should be submitted on or before 30/03/2016 up to 15:00 hrs positively. in Hard Copy in Sealed Envelope in the office of HOD Computer Cell, Computer Section ,Third floor, Rajiv Gandhi Bhavan, Sharanpur Road, Nashik Municipal Corporation, Nashik The offers received after Prescribed date and time will not be accepted.

(c) Last Date of submission of Technical Bid:- On or Before 30/03/2016 up to 15.00 Hrs sealed Technical Bid to be submitted strictly in sealed Envelope in Hard copies in the office of HOD Computer Cell, Computer Section ,Third floor, Rajiv Gandhi Bhavan, Sharanpur Road, Nashik Municipal Corporation, Nashik, The Bid received after Prescribed date and time will not be accepted.

(d) Date, Time and Place for opening of Technical Bid: 30/03/2016 at 15.30 hrs. (if possible) in the office of HOD Computer Cell, Computer Section ,Third floor, Rajiv Gandhi Bhavan, Sharanpur Road, Nashik Municipal Corporation, Nashik, in presence of intending Agencies or their representatives

(e) **Date, Time and Place for opening of Financial Bid:** 30/03/2016 at 16.00 hrs. (if possible) in the office of HOD Computer Cell, Computer Section ,Third floor, Rajiv Gandhi Bhavan, Sharanpur Road, Nashik Municipal Corporation, Nashik, in presence of intending Agencies or their representatives (The Financial Bid of the Agency whose Technical Bid is Found in order as per Prequalification Condition will be opened)

6) Rejection of Offer:

The Offer which does not fulfill any of the conditions, specifications or are incomplete in any respect is likely to be rejected without assigning any reason therefore. **The Commissioner, Nashik Municipal Corporation, Nashik reserves the Right to reject any or all Offers without assigning any reason thereof**

7) MANNER OF SUBMISSION OF OFFER AND ITS ACCOMPANIMENTS: -

The offer should be unconditional. Conditional tender is liable for rejection.

The technical bid and the Financial Bid shall be submitted in **hard copies** in sealed Envelope.

A) Technical bid : [To be Submitted in Sealed Envelope in Hard copies in the Office of HOD Computer Cell as mentioned above , No online submission is allowed]

The envelope clearly marked as “**Technical Bid**” for the work of “**Appointment of Agency for Development of Software for Revision Register for Property Tax Department, NMC.**” and shall contain the following documents and shall be submitted in the office of HOD Computer Cell, Computer Section, Third floor, Rajiv Gandhi Bhavan, Sharanpur Road, Nashik Municipal Corporation, Nashik, on or before the submission date till **15:00 hrs**. It shall be the responsibility of the agency to ascertain timely submission of this technical bid to Nashik Municipal Corporation. The financial bid shall not be considered for opening if the submission of technical bid is not done properly.

Technical bid to be submitted in sealed envelope. The Agency shall submit the attested hard copies / originals as required of prequalification conditions and documents in sealed envelop.

B) Financial bid: - [To be submitted in Sealed Envelope in Hard copies in the Office of HOD Computer, No online submission is allowed]

The second envelope clearly marked, as “**ENVELOPE NO.2**” shall contain only the financial offer.

The financial offer as per the Format given in **Schedule-B** of the Tender to be submitted only in Envelope No.2. Agency/Firm should not quote the offer anywhere directly or indirectly in Envelope No.1.

The offer should be based on the scope of work given above and should be inclusive of all taxes, levies, duties and all other charges including traveling, lodging and boarding or any other expenses of the agency and other employees of the Agency. NMC will not bear any expenses other than the cost quoted.

Agency should not quote the offer anywhere directly or indirectly in “Technical Bid”. If the offer is found to be quoted in the technical Bid then the offer will be rejected without assigning any reason thereof

C) Submission of Offer:-

The two sealed envelope No.1 and 2 shall be again put together in a common cover and sealed. This sealed cover shall be marked on the left hand top corner “Offer for the work of “**Appointment of Agency for Development of Software for Revision Register for Property Tax Department, NMC.**” The full name and address of the Agency/Firm and the name of the authorized agent delivering the sealed cover containing the Offer shall be written on the bottom left hand corner. The date and time for receipt of Envelope containing Offer shall strictly apply in all cases. No delay on account of any cause will be entertained for the late receipt of the offer. Offer submitted or received after the date and time is over, will either not be accepted or if inadvertently accepted, will not be opened and shall be returned to the Agency/Firm unopened.

D) Opening of Offer :-

The Tender will be opened in the office of HOD Computer Cell ,NMC as mentioned above-

Technical Bid:- Technical Bid” of the offer will be opened first to verify its contents in this envelope as per requirement. If the various documents contained in this envelope do not meet the requirements of the corporation the agency will be asked to submit the requisite paper within a definite time frame as per the desire of offer opening authority and if the agency fails to submit those document within the stipulated time frame then a note will be recorded accordingly by the offer opening authority and the said Agency’s financial bid will not be considered for further action. If it is found that the EMD is not submitted in the technical bid then the bid will be rejected

Financial bid: - This shall be opened only after the contents of “**Technical Bid**” , are found acceptable. The Offer shall then be read out.

The right to negotiate with any of the bidders whose offer has been found to be responsive and attractive to the NMC is reserved with the Commissioner NMC.

The acceptance of the Bid shall be communicated to the successful bidder in writing either by the bid opening authority or any other officer of the NMC authorized to do so. The bidder shall enter into an agreement with the Nashik Municipal Corporation as per the draft approved by the legal advisor of Nashik Municipal Corporation within 5 days of NMC communicating the award in writing. In the event of failure of the successful bidder to sign the License Agreement within the stipulated time frame, he would be disqualified and his EMD will be forfeited. Subsequently the next most competitive bidder would be invited to take up the project.

The successful bidder and the NMC will enter into a Agreement as per tender conditions. The original copy of the bid documents including revisions amendments, correspondence with and by the bidder and NMC shall form the reference documents to the Agreement.

8) Termination of the Contract:-

a) The Commissioner, NMC shall be entitled to terminate this contract either on account of an Event of Default shall do so by issue of a 10 days notice in writing (“Termination Notice”) to the Agency.

b) The NMC on such notice shall have powers to

i) Take possession of the work done so far by the agency.

ii) Undertake an assessment of the works and other aspects of the project to ascertain the amount of work completed by the Agency and assess the Compensation payable by the Agency to the NMC. A Panel comprising as appointed by the Commissioner, NMC would undertake the assessment of the said compensation.

iii) Carry out the remaining incomplete work by deploying another suitable agency at the discretion of the Commissioner, NMC and at the risk and cost of the Agency.

c) The Agency shall forfeit his security deposits to the NMC without prejudice to the NMC’s right to recover from the Agency any amount that may be due to it.

d) The Agency shall have no claim to compensation to any loss sustained to him by reason of his having purchased or procured any material or entered into any commitments or made any advance on account of or with a view to the execution of the project of the performance of the contract and the Agency shall not be entitled to recover or be paid any sum for any work actually performed under the contract.

e) The NMC shall determine the extent of amount, if any, is payable to the Agency for the value of the work executed by him up to the time of cancellation. This valuation shall be based on the Schedule of Payment mutually agreed at the time of Agreement.

f) In the event of Agency failing to discharge his liability, the Commissioner, NMC has the right to initiate appropriate legal proceedings to recover such dues.

9) Settlement of Disputes:

a) If any dispute or difference or claims of any kind arises between the NMC and the Agency in connection with, construction, interpretation or application of any terms and conditions or any matters or thing in any way connected with or in connection with or arising out of this contract, or the rights, duties or liabilities of any party under this contract, whether before or after the termination of this agreement, then the parties shall meet together promptly, at the request of other party, in an effort to resolve such dispute, difference or claim by discussion between them. No third party intervention other than that of the court of law is allowed.

b) If any dispute arise out of the contract of the said project that shall be referred to the Court of Law at Nashik only. **It is made specific here that in no case the matter shall be referred to any Arbitration or conciliation.**

c) The dispute (if any), shall be subjected to Nashik Jurisdiction only.

10) Liquidated Damages:-

The Agency shall be liable to pay the Liquidated Damages (L.D.) to the extent of 10% of the cost of the work offered by the Agency. The Liquidated Damages shall be imposed on the Agency by the HOD Computer Cell, NMC on account of non performance or unsatisfactory performance by the Agency to execute the said work and non compliance of the instruction issued to the Agency. Before imposition of the liquidated Damages the agency will be served 10 days show cause notice to that effect and may be given hearing by the HOD Computer Cell. The decision of the Commissioner, NMC regarding imposing the LD. shall be final and binding on the agency.

The Agency shall be responsible for executing the entire work including all Labour, material etc, at his own cost.

The Commissioner Nashik Municipal Corporation reserves the right to reject any or all Offers without assigning any reason thereof.

This Tender is to be signed below in token of acceptance of the entire clause no. (1) to (10).

<p>I/We have studied the Terms of Reference (TOR) as above and put my/our Signature in token of acceptance on each page of it.</p> <p>Place: - Date: - / /2016</p> <p style="text-align: right;">Signature of Authorized</p> <p>Signatory Address: - Telephone No./Fax No.: - E-mail:</p>
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Nashik Municipal Corporation
Computer Department
DECLARATION BY AGENCYS

1. I hereby declare that, I/We have made myself/ourselves thoroughly conversant with the Scope of work and local conditions regarding Development of Software.

2. The specifications, clauses, and conditions for this work have been carefully studied and understood by me before submitting this tender.

3. I undertake to pay the labour engaged on the work as per minimum wages act.

4. I hereby declare that Shri _____

Residing at _____

Having Telephone No. _____, Fax No. _____

Mobile No. _____ E-mail address _____

Shall be my/our authorized representative for attending the call. He will be responsible for liaison.

5. I hereby declare that I have signed all the pages of the tender document in token of acceptance of all the contents and terms & conditions of tender.

Authorized Signatory of Agency

**SCHEDULE – B
FINANCIAL OFFER**

Name of Work:- "Appointment of Agency for Development of Software for Revision Register for Property Tax Department, NMC."

I/We state that –

1) THE OFFER IS UNCONDITIONAL

2) Rates quoted hold good for work under all conditions, site, moisture, all weather etc.

3) **The rates quoted are inclusive of all duties, and taxes viz C.S.T., M.S.T. I.T., Excise, Turnover, work contract tax, Service Tax, VAT, and any other Central , State and Local Taxes etc which will be levied during the contract period. Variation in taxes both Old and New during the course of Contract Period will not be paid by Nashik Municipal Corporation, Nashik.**

I / We have carefully studied the various Components herein above with the scope of work and detailed specifications and all other terms and conditions of this Tender. On the basis of that I/We hereby undertake to execute the said work as per the rates quoted herein below.

I/We have gone through your Tender for the above said work and I/We have understood all the terms and conditions pertaining to the work.

Sr.No.	Description	Rate	Unit	Amount
1.	Appointment of Agency for Development of Software for Revision Register for Property Tax Department, NMC.		Lumsum	
TOTAL AMOUNT Rs.				

Rs. In Words (Grand Total)

(Inclusive of all taxes, (local, state and central etc.))

I / We have carefully studied the various Components including the **Schedule-B** herein above with the scope of work and detailed specifications and all other terms and conditions of this Tender also inspected the work location. On the basis of that I/We hereby undertake to execute the work of "**Appointment of Agency for Development of Software for Revision Register for Property Tax Department, NMC.**" as per the rates quoted above. (Inclusive of all taxes local, State and contryzal)

Date:- / /2016.

Seal & Signature of Agency