



Zilla Parishad, Ratnagiri

Procurement Of

Development of Dashboard for Schemes Analysis

Through

REQUEST FOR QUOTATION (RFQ) PROCEDURES

REQUEST FOR QUOTATIONS
Procurement of Goods under RFQ Procedures
Procurement Notice
(Two -Envelope Bidding Process)

Purchaser : Zilla Parishad, Ratnagiri
Contract title : Development of Schemes Analysis Dashboard for Zilla Parishad
Ratnagiri
RFQ No : 2036/2024 Date : 12/08/2024

Applicable Procurement Guidelines/Regulations Date: 12/08/2024

Government has launched numerous citizen centric initiatives/ schemes across the country for the benefit of the people. Hence, to ensure adequate Governance on scheme implementation progress and reach, the need was felt by the Government to monitor their progress comprehensively. Thus, the Dashboard & Platform we are building to fulfill these requirements. Through this initiative, Apex Offices of Zilla Parishad like Chief Executive Officer can connect with concerned Departments in a better manner and jointly identify areas for further improvement thereby promoting culture of collaboration and accountability within the Government, and making Government more productive, effective and efficient.

The Offices of Zilla Parishad proposed for implementation of Scheme Performance Monitoring Dashboard. The objective of this project is to design and develop a District Administrator Dashboard to enhance the management and reporting of government schemes. The dashboard will utilize existing scheme reports to provide administrators with real-time data, analytics, and insights to make informed decisions and improve scheme implementation. To provide a holistic view of flagship programs and schemes for monitoring implementation and reach through critical KPIs to analyze schemes/ programs and generate insights for faster decision making. compare progress and facilitate study of inter-relations among schemes. It can build a secure platform with authentic, consistent and regularly updated data. It also can create awareness among concerned authorities about the progress of their schemes with respect to other regions

Development of Schemes Analysis Dashboard for Zilla Parishad Ratnagiri

Invitation to bidder

To: Prospective Bidders

Zilla Parishad, Ratnagiri, invites technical and commercial offers for the advertised tender. The bidders shall follow the procedure as described in this document for completing their responses and for further final submissions. The bidders are required to submit the tender fee and/or EMD online/DD before the last date of bid submission, without which the bid shall be considered incomplete & non-responsive and hence shall not be considered for evaluation. The tender fee shall be non-refundable. The security deposit which is 3% of total project cost will be deducted. The Department reserves the right to accept or reject or cancel any bid or relax any part of the tender document without assigning any reason thereof.

Chief Executive Officer,
Zilla Parishad, Ratnagiri

Disclaimer

The information contained in this Request for Proposal document (“RFP”, “tender”, “bid document”, “RFQ”) whether subsequently provided to the bidders, (“Bidder/s”) verbally or in documentary form by Zilla Parishad Ratnagiri (henceforth referred to as “The Department” or “Department” in this document), the Department or any of its employees or advisors, is provided to Bidders on the terms and conditions set out in this RFP document.

This RFP is not an agreement and is not an offer or invitation to any party. The purpose of this RFP is to provide the Bidders or any other person with information to prepare their proposal (“Bid”). This RFP includes statements, which reflect various assumptions and assessments arrived at by the Department in relation to this scope. The assumptions, assessments, statements, and information contained in the Bid documents are made in consideration for the intended objectives of the project, and may not be complete, accurate or adequate.

The information given in the RFP document is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Department accepts no responsibility for the accuracy or otherwise for any interpretation of opinion on scope of project expressed herein.

The Department, their employees and advisors make no representation or warranty and shall incur no liability to any person, including the Bidder under law, statute, rules or regulations or tort, the principles of restitution for unjust enrichment or otherwise for any loss, cost, expense, or damage which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise.

The Department also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP. The Department may in its absolute discretion, but without being under any obligation to do so, can amend or supplement the information in this RFP.

The issue of this RFP document does not imply that the Department is bound to select a bidder or to appoint the Selected Bidder (as defined hereinafter), for implementation and the department reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, traveling, consulting expenses associated with any demonstrations or presentations which may be required by the Department, or any other costs incurred in connection with or relating to its Bid. The Department shall not be liable in any manner whatsoever for such costs regardless of the conduct or outcome of the Selection process.

Definition

In this RFP document and associated documentation, the following terms shall be interpreted as indicated below:

- "Contract" means an agreement entered by the Department with the selected bidder by signing a contract form in the given format by the parties, including all the attachments and appendices thereto, and all documents incorporated by reference therein
- "Eligible Bidder" means bidder satisfying qualifying criteria
- "EMD" means Earnest Money Deposit
- "ZP" or "Department" means Zilla Parishad, Ratnagiri
- "Non-compliance" means failure/refusal to comply the terms and conditions of this RFP
- "Non-responsive" means failure to furnish complete information in a given format and manner required as per the RFP documents or non-submission of tender offer in given Forms / Pro-forma or not following procedure mentioned in this RFP or any of required details or documents is missing or not clear or not submitted in the prescribed format or nonsubmission of tender fee or EMD.
- "Department" or "The Department" means Zilla Parishad, Ratnagiri
- "Bidder" or "Selected Bidder" means the successful bidder with whom the Department enters a contract.

Introduction

About the Department

General Instructions

- i. Bidder agencies are advised to study this RFP document and the annexures carefully before submitting their proposals in response to the RFP notice. Submission of a proposal along with all the required data and annexures in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions, and implications.
- ii. The detailed information regarding the submission can be obtained from the ZP Office:
- iii. It is suggested that bidding agencies do not submit signed and stamped copies of the RFP along with the bid response. (Refer to the annexure I)
- iv. The response to this bid document should be full and complete in all respects. Failure to furnish all information required or submission of a proposal not substantially responsive to the requirements in any respect, may result in rejection.
- v. Additionally, proposals of only those Bidders who satisfy the Pre-Qualification criteria stated will be considered for further technical and commercial evaluation by The Department.
- vi. The bidder is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by the Department or all such activities related to the bid process. The Department will in no case be responsible for or liable for those costs, regardless of the conduct or outcome of the bidding process.
- Vii. All the Terms and Conditions in this RFP, and its succeeding artifacts/documents; will be binding on the successful bidder for the period of further maintenance as well.

Instructions to bidders

Duration of the Project

The project is broadly divided into IV phases in line with the activities mentioned above:

Phase I: Development – where the SoW mentioned in this RFP document will be delivered. During the development period, the activities will be started simultaneously on the three verticals as detailed in the scope of work.

- a. As detailed earlier, Zilla Parishad is currently under development and the vendor has to understand the current development and complement the internal efforts to complete the Dashboard of Zilla Parishad and deploy it.

Phase II: Upgradations, Enhancements, & Stabilization –

Changes, enhancements, & upgradation of development completed in Phase-I will be carried out by the bidder as per the directions of the Department . The remaining system integrations if any will be aimed to be completed during this period. During this phase, any incremental additions in the features and enhancements will be carried out. As in this phase, the system will be allowed to stabilize, additional features and functionalities as required as per the need will have to be developed.

Phase III: Maintenance & Support –Maintenance and support of development completed in Phase-I and Phase-II will be carried out by the bidder as per the directions of the Department.

Phase IV: Extended Maintenance - Further if required, a mutually agreed extension of will be given by following official procedures after satisfactory performance. Based on performance assessed throughout the first 6 months, one more extension of up to 12 more months will be given.

Provision of additional scope of work (up to 40 % of quoted project cost): Department may ask to carry out additional work (enhancement in the scope of work its cost will be bear by department). The cost of additional work will be limited to 40 % of the quoted project cost. The additional scope of work if required by the Zilla Parishad Administration will be assessed and approved during any of the three phases. For the purpose of calculation of the cost for the Phase II and Phase III, IV, the Original Project cost (i.e. bid cost for phase I + additional scope of work) will be considered. Note: This facility of additional scope will only be applicable during Phase I, II, III and Phase-IV.

Earnest Money Deposit (EMD) and Performance Bank Guarantee (PBG)

- i. EMD/Security Deposit which is Rs. 30,000/- (Thirty Thousand Rupees) should be deposited as provided mean : (DD/ONLINE)
- ii. EMD shall be forfeited in the following cases:
 - a. If a bidder withdraws its bid during the period of bid validity.
 - b. In case of a successful bidder, if the bidder fails to sign the contract or to furnish the performance bank guarantee.
 - c. No exemption for submitting the EMD will be given to any agency.
 - d. During the bid process, if a Bidder indulges in any such deliberate act as would jeopardize or unnecessarily delay the process of bid evaluation and finalization.
 - e. During the bid process, if any information found wrong / manipulated / hidden in the bid.
- iii. The decision of department regarding forfeiture of the EMD and rejection of bid shall be final & shall not be called upon question under any circumstances.

Pre-Bid Meeting

- i. The Department will host a Pre-Bid Meeting for queries (if any) by the prospective bidders. The date, time and place of the meeting are given in Annexure-II. The purpose of the pre-bid meeting is to provide a forum to the bidders to clarify their doubts / seek clarification or additional information necessary for them to submit their bid.
- ii. All enquiries from the bidders relating to this bid document must be submitted to the designated contact person as mentioned in the document, via email.

Right to reject any proposal

- i. Notwithstanding anything contained in this RFP, the Department reserves the right to accept or reject any proposal and to annul the selection process and reject all proposals, at any time without any liability or any obligation for such acceptance, rejection, or annulment, and without assigning any reasons, therefore.
- ii. The Department reserves the right to reject any Proposal if,
 - a. at any time, a material misrepresentation is made or discovered, or
 - b. the Bidder does not provide, within the time specified by the Department, the supplemental information sought by the Department for evaluation of the Proposal
 - c. Any act or omission of the Bidder results in violation of or noncompliance with this RFP document or any Applicable Laws
- iii. Misrepresentation/ improper response by the Bidder may lead to the disqualification. If such disqualification / rejection occurs after the Proposals have been opened and the highest-ranking Bidder gets disqualified / rejected, then the Department reserves the right to consider the next best Bidder or take any other measure as may be deemed fit in the sole discretion of the Department, including annulment of the Selection Process.
- iv. The Department reserves the right to verify all statements, information and documents submitted by the Bidder in response to the RFP document and the Bidder shall, when so required by the Department, make available all such information, evidence and documents as may be necessary for such verification. Any such verification, or lack of such verification, by the Department shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of the Department thereunder.

Language of Bids

- i. The Bids prepared by the Bidder and all correspondence and documents relating to the bids exchanged by the Bidder and the Department, shall be written in English language, provided that any printed literature furnished by the Bidder in another language shall be accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.

ii. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the bidder.

Evaluation Process

Proposed System:

The scope to cover the following areas:

1. **SCOPE OF WORK:** The scope of the consultancy assignment would cover:
 - a) User Requirement Assessment
 - b) Develop a user-friendly, secure, and scalable software solution that enables organizations. Furthermore, the software should provide government officials with a powerful tool to analyze ongoing schemes, and generate insightful reports for data-driven decision-making.
 - c) Piloting and Deployment of the different Modules of component in Annexure-1
 - d) Institutional Capacity Building for Implementation
 - e) Develop functional requirements (Business Requirements Document), Use Cases, GUI(Graphical User Interface), Screen and Interface designs
 - f) Setup SMS services and Alerts should be generated through Software System(MIS) if Required.
 - g) The Consultant will perform the development of proposed Software based on approved functional and system requirement specifications and finalize system designs.
 - h) A standard methodology shall be adopted for the Software Engineering, covering the entire SDLC (Software Development Life Cycle)
 - i) Depending on various stages of completion, the Consultant will demonstrate the application to the client on multiple occasions to take feedback from the OPIU and other Stakeholders.
 - j) The preferred method for developing a System with a multi-device friendly approach with responsive Graphical User Interface (GUI) integration of some collaborative design app.
 - k) Incorporate the administrative module, responsibilities having help desk support, managing backup schedule, assisting in training module, managing interfaces , facilitation other functional areas .

2. THE TASKS TO BE CARRIED OUT BY THE CONSULTANT DURING THE ASSIGNMENT PERIOD

#	Tasks	Details
a)	User Requirement Assessment	<ul style="list-style-type: none"> ● Determination of stakeholders (all who have a role in data acquisition, processing, reporting, or use/decision making) ● Determination of detailed Application Processes management and tracking indicators in all components (Annexure-1) Determination of various types of reporting content, formats, and frequency ● Determination of various types of information to be cataloged and stored in the MIS (e.g. alphanumeric data, reports, photographs, etc.) relating to the status and effectiveness of various scheme activities ● Basic information flow requirements (into, within, and out of the MIS)

#	Tasks	Details
b)	Develop System to Track Scheme related parameters	<p>I.This will include the development of a software system appropriate to the modern, effective tracking& Monitoring parameters keeping in mind the status of IT networking and other (e.g. power, institutional capacity) issues in the scheme implemented districts.</p> <p>I.The system will need to be accessed both in a networked (office internet server). The Database needs to be structured intelligently and appropriately to ensure ease of entry, quality management, access control, processing, visualization and reporting.</p> <p>I.Appropriate security arrangements need to be made (e.g. for data backup and security, access levels, viruses, etc).</p>
c)	Development of Schemes Analysis Dashboard	<p>I.Dashboards should provide powerful visualizations, robust analytics and actionable insights to enable the Government to align well with key policy makers and program executioners. This platform should consolidate the view of All schemes and their KPIs can pave the path for better Governance. The platform visualizes the progress status of the schemes(as provided by Client) such as eg. Jal Jeevan Mission, MGNREGA, PM Awas Yojana, Swachh Bharat Mission or National Health mission etc. through KPIs and Visualizations.</p> <p>I.Core features of the platform include real time performance management with identification of leaders and laggards of District and comparative dashboard to undertake inter- relation studies to ascertain correlations between multiple schemes.</p> <p>I.The system will cater to applicants, administrators, and regulatory authorities, providing a secure and efficient platform for analysis.</p> <p>7.This agency, in league with the project, would be required to design appropriate dashboards for all levels which communicate the figures and trends in a way that could be comprehended by staff.</p>
d)	Deployment of Modules Developed	Annexure-I
e)	Institutional Capacity Building for Implementation	The party should agree to train for capacity building of various levels of users of respective government agencies for smooth use of the software.
f)	Maintenance, Hand-holding and Technical support.	<p>The contract shall include the maintenance, hand-holding and Technical support for a period of 12 months initially from the date of signing of contract. If the services of the Service Provider are found satisfactory, the contract may be extended on the same prices for an additional period (in parts or whole) subsequently by mutual consent on the same terms & conditions.</p> <p>Costs associated with server hosting, domain registration, and other third-party services shall be borne by the government.</p>

3. DELIVERABLES BY THE CONSULTANT: The Consultant will submit the following reports/ documents to the Client during the assignment period, both in soft and in hard copies. The soft copies shall also include all the data compilation sheets, analysis done by the consultants etc. A final E-copy of the report should be submitted to the Client. All the reports and documents shall be in English language and in mutually agreed formats. Further, all reports shall be in draft form for discussion with the Chief Executive Officer of Zilla Parishad before finalization as indicated below:

Sl.	Deliverable	Description	Timing
1	Inception Report	Detailing schedule of work, key staff deployment, methodology etc.	15 days from signing of Contract
2	System Requirement Study Report	All key aspects of design (Software Structure, Indicators, Report formats, information flow, additional hardware / software / data / connectivity requirements, Institutional arrangements etc.	20 days after submission of Inception Report
3	Development of Traceability Software	<ol style="list-style-type: none"> 1. Piloting Stage Software testing, data entry and Roll out for selected modules at selected Project Locations. 2. Full Roll out Stage Deployment of system in all Project areas for full functionality 3. Post Roll out Handholding support, bug fixes and updates till end of assignment 	Three (2) months after submission of SRS Report <u>Breakup of activities</u> <i>Database Development – 5 days</i> <i>Design – 45 days</i> <i>Testing – 10 days</i> <i>Roll out – 10 month</i>
4	Hosting	The Hosting of the said module will be on a secure NIC Server or State Data Center	
5	Documentation and Training	Development of Online Application Management and Scheme Monitoring Systems Documentation (design, use, training manuals, organizational roles etc.), Workshops and On-job trainings	10 days after complete Roll out of the modules
6	Final Report	Final overview of activities, review of Software / Application use, user perspectives, issues, suggestions for improvement and sustainability	10 month after completion of Documentation and Training

This contract shall be valid for a period of 12 months initially from the date of signing of contract. If the services of the Service Provider are found satisfactory, the contract may be extended on the same prices for an additional period (in parts or whole) subsequently by mutual consent on the same terms & conditions.

Checklist of Project Deliverables :

1. Software Requirement Specification Document
2. Working and Tested Software.
3. User and Administrator Manuals for the system including Online Help
4. Setup and Release notes for each new release
5. Training to Administrators

6. Any other relevant documents, supporting software, etc.

System interface: -

This web portal system is not a self-contained system, as it relies on, very little, in the way of data migration from other databases whenever necessary. However, the system will require user interfaces for such types of data migration, data backup/recovery etc. It means that the complete system is to be a web enabled system i.e. all user interaction is done through a web browser only.

Based on user's role, system will have different level of users as below,

Zilla Parishad Authority

This user can see the progress of projects/units in state

- He have facility to download the reports
- This user has access to Dashboard for monitoring the progress.

Super Admin:

- This user will be able to access any web page.
- This user will be able to configure/update any data.
- This user will be able to set access matrix to assign user > role > screen throughout the system.
- This user will be able to create/deactivate any type of user.
- This user will be responsible to update/modify/add/configure data.
- This user will have rights to create/deactivate user and Administrator at state level.

Block level Officer Authority

- This user can see the progress of projects/units in their block
- He will have facility to download the reports
- This user is provided with access to Dashboard for monitoring the application process in his district.

And corresponding minor changes can be suggested by the client at the Requirement gathering phase i.e. before the development stage of the software.

4. The Bidders must submit Quotations for all items.
5. This Procurement notice includes the terms and conditions applicable for submission of quotations; criteria for qualification, evaluation, and for award of supply order (s); and relevant forms to be filled by the bidders. Implementing Agency has not issued a separate RFQ document for this purchase. The Procurement notice including the terms and conditions etc. can be obtained free of cost from the Office of the undersigned.

6. Quotations shall be submitted on or before **14:00** hours on **22 August 2024** . Any quotation received thereafter will not be considered. The Quotations will be opened on **22 August, 2024** at **16:00** hours¹.
7. If the Purchaser's office happens to be closed on the date of opening of the Quotations as specified, the Quotations will be opened on the next working day at the same time.
8. Other details can be seen in the RFQ document. A Bidder requiring any clarification of the RFQ Document may contact the Purchaser or may visit the office of the Purchaser at the address given below.

Chief Executive Officer,
Zilla Parishad, Ratnagiri
Pin: 415612
Tel : 02352-350727, 02352-350700, 02352-222386
Email : ceozprt@gmail.com

¹Should be the same as for the deadline for receipt of quotations or promptly thereafter.

ANNEXURE-I

Piloting and Deployment of different modules of Component: -

Functional Requirements of Online Application System:

1) The software solution will be designed with a user-friendly interface and clear instructions so that users of all skill levels can learn to use it quickly and easily. The software should be intuitive and self-explanatory, with minimal need for training or support documentation. All functionality should be clearly labeled and easy to access

2) Normally data sources are at ground level (villages, towns and institutions). Ground level data of central schemes is conveyed to central authority. In such scenarios the majority of the data of some schemes like PMAY,MGNREGA is directly submitted to the central authority. Hence there is a need to borrow this data from the national portal. Currently these values of indicators are collected and prepared by respective departments on a periodic basis. Therefore, System should create Capacity building of data to use it for proactive find, fix the problem and give the solutions. It should Transform the Information into Knowledge Ecosystem. System should bring data about indicators at a single place and continuously pull, merge and analyze all the data, visualizing it in a single dashboard. It can consist of data science experiments and technology to connect all sides or dimensions of realistic data, Challenging the data to become the best advisor.

3) Scheme Overview: It should Provide a high-level view of the scheme. Scheme wise Performance Matrices: type of scheme, progress Overview, physical progress, financial progress etc

4) Scheme Performance: Allow government officials to track the progress and effectiveness of the scheme, Key Performance Indicators (KPIs) specific to the scheme (e.g., Number of applications received, Applications approved, Funds disbursed), Performance against targets for each KPI, Progress over time.

5) Geographical Analysis: it should Enable the analysis of scheme performance across administrative level (e.g., State, District, Block). Performance data (as defined in 2. Scheme Performance) broken down by geographical location. Visualization tools (e.g., Maps) to compare performance across regions.

6) Scheme Details: Allow authorized users to view details of scheme & its parameters, Aggregated beneficiary data (e.g., Number of beneficiaries by demographics / Block), Option to drill down to specific Parameters details. This may include User role & responsibility, Location, Status.

7) This software solution should provide detailed insights and analysis of application monitoring, including key performance indicators (KPIs) such as the number of applications, the progress of the application against its targets. The dashboard should

also have drill-down capabilities to allow users to explore the data in more detail. Visualization tools such as charts, graphs, and maps should be used to present the data in a clear and concise way.

8) To Assist in development priorities, system can Notice strength and weakness by maintaining the bucket list for top and bottom rankers in competitive parameter of themes, indicators, score and delta. it tap the capabilities and highlight potential problems of Area..

9) If needed, the Authority can request assistance or report any issues using the software solution. Additionally, applicant receive notifications for any notifications issued by governments

10)The system shall generate reports on application statistics, approval rates, and other related data. Reports shall be exportable in common formats (e.g., PDF, CSV).

RFQ No : 2036/2024

Dated: 12/08/2024

Terms and Conditions

1. Eligibility: A Bidder (a) shall not participate in more than one Quotation; (b) shall not have conflict of interest as defined in the Bank's Procurement Regulations; and (c) should not have been (i) blacklisted or suspended by Central or any State Government Departments in India. (d) other criteria mentioned in section of pre-Qualification criteria.

2. Clarifications & Amendments: If the Purchaser receives any request for clarification of this RFQ Document, it will clear its response together with any amendment to this document, may be obtained from the office of the undersigned.

3. The Technical Part of Quotation shall comprise the following:

(a) Letter of Quotation– Technical Part;

(b) Technical Specifications: confirmation that the offered Goods and Related Services conform to the required specifications;

(c) Evidence in accordance with Clause 8 establishing Bidder's qualifications to perform the contract, if its quotation is accepted

(d) Complete address and contact details of the Bidder having the following information:

Name of Firm
Address for communication
Telephone No(s): Office
Mobile No.
FAX No.
Electronic Mail Identification (E-mail ID)

(e) The Technical Part of the quotation shall not include any financial information related to the quotation price. Where financial information related to the quotation price is contained in the Technical Part of the quotation, the quotation shall be declared non-responsive.

The Financial Part of Quotation shall comprise the following:

- (a) Letter of Quotation- Financial Part
- (b) Price Schedule (using the Schedule included with the RFQ document) wherein the rates shall be entered.

4. Quotation Prices

- a) The contract shall be for the full quantity for all items or for full quantity of each item, as specified in the Price Quotation Form. Corrections, if any, can be carried out by editing the information before submission.
- b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- c) GST and any other taxes, which will be payable on the goods at the time of invoicing in connection with the sale, shall be shown separately. If these are only stated to be extra, such quotations are liable to be rejected. Wherever these taxes are not shown, these will be assumed to have been included in the quoted price.
- d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- e) The Prices shall be quoted in Indian Rupees only.

5. Conformity of Goods: The Bidder shall furnish as part of the Technical Part of Quotation, documentary evidence that the Goods conform to the technical specifications and standards, as relevant for example catalog, warranty/ guarantee etc. of the manufacturer/firm. The bidder shall further provide the following documentary evidence:

- a. Registration certificate of the participating firm/company.
- b. GST Registration Certificate of the firm with registration number shall be valid on the date of filing the tender;

- c. PAN Card
- d. Information brochure (if available)

6. Qualification of the Bidder:

Bidders shall furnish the required information on their Pre-Qualification, technical and commercial proposals in the enclosed format only. Any deviations in format may make the tender liable for rejection. Disclosure of Commercial information of the bid in Pre-Qualification or Technical Envelope shall be sufficient ground for rejection of the bid.

6.1 Pre-Qualification Criteria

The Bidder must be a company in India Registered under The Company's Act 1956 and/or Company's Act 2013

Incorporation / Registration Certificate 1 The Bidder must be a company in India Registered under The Company's Act 1956 and/or Company's Act 2013, Certificate of Certificate from the Company Secretary/

A Bidder (a) shall not participate in more than one Quotation; (b) shall not have conflict of interest as defined in the Bank's Procurement Regulations; and (c) should not have been (i) blacklisted or suspended by Central or any State Government Departments in India.

Company selection criteria

1. The participant should have already worked with any government organization. To submit a minimum two PO of software development SLA wherein One from central government and One from State government. (Copy of Work Order or Work Completion certificate issued by customer.)
2. The Company should have executed minimum 2 development projects with a minimum order value of Rs. 25 lacs. (Copy of Work Order or Work Completion certificate issued by customer.)
3. Registered for Goods Service Tax (GST) number registration.
4. Minimum Average Turnovers of the bidder in the last 3 years should be Rs. 25 lakh.
5. CERT-IN Certification required core technology of the firm.

Bidders should submit information & scanned copies in pdf format in the Pre-Qualification folder as mentioned in the RFP.

IT and computer skills:

Proven experience at least in three of the following is required:

- REST API development - Java Spring Boot or NodeJs or Python Django or .Net (Microsoft DotNet)
- experience in developing interactive maps, data visualizations.
- Experience in Frontend development using - Angular or React is required.
- Experience in database software, experience at least in one of the following is required: SQL Or MySQL is highly desirable.
- Experienced in Mobile app development + integration with backend APIs
- Experience with deployment of application on publicly accessible server

The evaluation process of the RFP proposed to be adopted by the Zilla Parishad, Ratnagiri (Department) is indicated under this clause. The purpose of this clause is only to provide the Bidder an idea of the evaluation process that the Department(Zilla Parishad, Ratnagiri) may adopt. However, the Zilla Parishad Ratnagiri 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 Bidder of any such change.

Department shall examine the Bids to determine whether they are complete, response and whether the Bid format confirms the RFP requirements. Department may waive any informality or nonconformity in a Bid which does not constitute a material deviation according to Department.

There should be no mention of bid prices in any part of the Bid other than the Commercial Bids.

6.2.1 Evaluation of the technical bid.

The Technical Bids of only those Bidders, who qualify in the Pre-Qualification stage, shall be considered, and shall be evaluated as per the evaluation criteria in this clause. The Tender Evaluation Committee may invite each Bidder to make a presentation as part of the technical evaluation.

The TEC may require verbal/written clarifications from the Bidders to clarify ambiguities and uncertainties arising out of the evaluation of the Bid documents. In order to qualify technically, a Bid must secure a minimum of 70 marks of total marks after summing up.

Only those Bids which have a minimum score of 70 marks of total marks shall be considered for opening of their Commercial Bid. However, the Field Director reserves the right to lower the minimum required marks if none of the Bidders achieves 70 marks of the total marks. Only the Bids qualifying the technical evaluation(means who score more than 70 mark) shall be considered for commercial evaluation.

Technical Evaluation of the bids would be carried out on 2 broad parameters as given below

Technical Competence (40% of the total weightage)

Technical Presentation (60% of the total weightage)

Total mark =100

1 Technical Competence (40 Mark): Company should have executed at least 03 project base on Advance technologies with any State/Central Government agencies.(such as eg. Artificial Intelligence, Machine Learning)

2 Technical Presentation (60 Mark):

Presenting a software solution effectively is crucial to convey its value, capabilities, and benefits to stakeholders. Here are key criteria

- a) Define a clear objective of the system, such as showcasing features, demonstrating functionality. Ensure that each slide or section aligns with this objective.
- b) illustrating the problem, the solution, and how the software addresses the problem effectively.
- c) Provide a high-level overview of the software solution, including its purpose, features, and benefits. Clearly articulate how it addresses the identified problem.
- d) Include a section for technical details, explaining the architecture, technologies used, scalability, security measures, and integration capabilities of the software.

Evaluation shall be done based on the information provided in the technical proposal (& subsequent clarification, if any) and Clarifications/Answers given to the TEC during the Presentation by the bidders (if the presentations are held).

3 Opening and Evaluation of Financial Parts of Quotations:

Department shall open the Commercial Bids of only Technically Qualified Bidders.

The highest financial score of 100 marks will be awarded to the technically qualified bidders who quotes the least amount of financial bid (including all cost and taxes) and the other qualified bidders will get proportionally lower score as follows:

If the financial offer of the least concern bidder is "L" and that of another higher com bidder is "N" then the financial score of the higher cost bidder Financial Score (FS) will be $FS = 100 \times (L/N)$

The technical score will be given a weightage of 70% and there will be a 30% weightage on the financial score and final score will be made on the basis of the composite score as follows

If the technical score of the bidder out of 100 is T, where $T > 70$ and their financial score calculated as FS out of 100 then the final QCBS score of the bidder will be "S". $S (\text{Score}) = 70\% \text{ of } T + 30\% \text{ of } FS$

The bidder scoring highest composite score will be the selected bidder subjected to compliance with all other relevant terms and conditions.

4 Award Criteria :

Zilla Parishad shall award the Contract to the bidder based on QCBS basis, Means valuation based on the cost committed by the bidder and the technical qualification of the bidder. In case, two or more bidders have quoted the same amount, the bidder who provide the innovative features in his presentation Document will be awarded the engagement

5. Rights to Accept/Reject any or all Proposals :

Zilla parishad,Ratnagiri reserves the right to accept or reject any proposal, and to annul the bidding process and reject all Bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected bidder or bidders of the grounds for Department's action

6. Validity of Quotation:

Quotation shall remain valid for a period not less than 30 days after the deadline date specified for submission.

7. Signing of Quotations: The name and position held by each person signing the quotation and related documents must be typed or printed below the signature.

8. Quotation Submission: The Letter of Quotation – Technical Part, and Letter of Quotation – Financial Part shall be filled, signed and along with the Price Schedules that shall be furnished using the Forms available in the bid without any alterations. All blank spaces shall be filled in with the information requested.

(a) Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

(b) The bidder whose quotation is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order (sample form attached).

(c) Phase wise (base on % of work completed) Payment shall be made or within 10 days after delivery and proper installation with fulfilling the criteria of deliverables of the Traceability Software.Payment of GST and other taxes payable for the goods at the time of invoicing, although already included in the total cost, will be at actual or the rate/amount of these taxes specified in the supply order, whichever is lower.

(d) The contract will be valid for a period of 365 days (One Year).

**Chief Executive Officer,
Zilla Parishad, Ratnagiri**

Address : Dr. Babasaheb Ambedkar Bhawan, Malnaka, Ratnagiri

Pin: 415612

Tel : 02352-350727, 02352-350700, 02352-222386

Email : ceozprt@gmail.com

ANNEXURE-II

Key Events and Dates

Sr.No.	Information	Details
1.	Date & Time for Commencement of Downloading Tender Document	Date : 12 August, 2024, 12:30 PM
2.	Tender Reference Number/ eTenderID	2036/2024
3.	Pre Bid Meeting Date and Time	16 August, 2024 3:00 PM
4.	Last date & time for downloading the Tender document	22 August, 2024 2:00 PM
5.	Last Date (deadline) & Time for submission of bids	22 August, 2024 2:00 PM
6.	Date and Time for Opening of Technical Bids	22 August, 2024 04:00 PM
7.	Date and Time for Opening of Financial Bids	To be informed to the qualified service providers of Technical Bid
8.	Address for Communication	Chief Executive Officer, Zilla Parishad Ratnagiri <i>Dr. Babasaheb Ambedkar Bhawan, Malnaka, Ratnagiri, Pin: 415612.</i> <i>Tel : 02352-350727, 02352-350700, 02352-222386</i> <i>Email : ceozprt@gmail.com</i>

Other Important Information related to Bid

Sr.No.	Information	Details
1.	Performance Security Deposit	3% of the total value of the contract
2.	Last date for furnishing Performance Security in the form of Bank Guarantee or Demand Draft	Within fifteen (15) working days of the date of notice of award of the contract (Letter of Intent (LOI)) or prior to signing of the contract whichever is earlier or as intimated in the LoI issued by the Zilla Parishad Ratnagiri.

**Chief Executive Officer,
Zilla Parishad Ratnagiri**

Quotation Forms

Letter of Quotation–Technical Part

The Bidder must prepare the Letter of Quotation on stationery with its letterhead clearly showing the Bidder's complete name and address. The italicized text is for Bidder's guidance in preparing these forms and shall be deleted from the final products.

RFQ No.: *[insert identification]*

Our Reference: No..... Dated.....

To:
(Purchaser's name and address)

Subject: Supply of.....

Sir,

1. We, the undersigned, hereby submit our Quotation in two parts, namely (IN TWO ENVELOPE):

- (a) Technical Part; and
- (b) Financial Part

2. In submitting our Quotation, we make the following declarations:

- (a) **No reservations:** We have examined and have no reservations to the RFQ Document;
- (b) **Conformity:** We offer to supply in conformity with the RFQ Document and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services *[insert a brief description of the Goods and Related Services]*;
- (c) **Quotation Validity Period:** Our Quotation shall be valid for the period of 30 days, from the deadline fixed for the Quotation submission;
- (d) **Eligibility:** We meet the eligibility requirements and have no conflict of interest, we are not participating in more than one quotation in this bidding process, and we have not been temporarily suspended or debarred by the World Bank or blacklisted or suspended the Central or any State Government;
- (e) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of corrupt, fraudulent, collusive, coercive, or obstructive practices; and we will strictly observe the laws against fraud and corruption in force in India namely, "Prevention of Corruption Act 1988."

Yours faithfully,

Authorized Signature

Name & Title of Signatory _____

In the capacity of *[insert legal capacity of person signing the Letter of Quotation]*

Name of Bidder _____

Address _____

Dated on _____ day of _____, _____ *[insert date of signing]*

Letter of Quotation–Financial Part

The Bidder must prepare the Letter of Quotation on stationery with its letterhead clearly showing the Bidder's complete name and address. The italicized text is for Bidder's guidance in preparing these forms and shall be deleted from the final products.

RFQ No.: *[insert identification]*

Our Reference: No..... Dated.....

To:

(Purchaser's name and address)

Subject: Supply of.....

Sir,

1. We, the undersigned, hereby submit the second part of our Quotation, the Financial Part. In submitting our Financial Part we make the following additional declarations:

(a) Our Quotation shall be valid for the period of 30 days from the deadline fixed for the Quotation submission;

(b) The total price of our Quotation, including any unconditional discounts offered is:
Total price of the Quotation ***[insert the total price of the quotation including GST and any other taxes, F.O.R destinations which will be payable on the finished goods, in words and figures];***

(c) **Commissions, gratuities and fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the Bidding process or execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity. If none has been paid or is to be paid, indicate "none."]*

Yours faithfully,

Authorized Signature

Name & Title of Signatory _____

In the capacity of *[insert legal capacity of person signing the Letter of Quotation]*

Name of Bidder _____

Address _____

Dated on _____ day of _____, _____ *[insert date of signing]*

FORMAT OF QUOTATION

Sl. No.	Description of Goods	Specifications	Qty.	Unit	Quoted Unit Rate ² at destination in Rs.	³ GST and similar other taxes applicable on finished Goods/ Services	*Total Price per line item at Destination - inclusive of discounts, all taxes and duties	
							In Figures	In Words
1								
3								
4								
TOTAL including all taxes and duties								

Note: Evaluation shall be done for *each item/component separately. Information given here should be in consonance with the same information given in the RFQ]*

**Payment of GST and other taxes payable for the goods at the time of invoicing, although already included in the total cost, will be at actuals or the rate/amount of these taxes specified in the supply order, whichever is lower.*

We agree to supply the above items in accordance with the technical specifications for a total contract price (including all taxes and duties) of Rs.(Amount in figures) (Rs... amount in words) within the period specified in the Request for Quotations.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices (as defined in the prevailing World Bank's sanctions procedures) in competing for or in performing the Contract.

Signature of Bidder

² Any unconditional discounts if offered shall be specified in this column along with the unit rates.

³ Indicate each applicable tax separately.

Purchaser's Requirement

1. LIST OF GOODS & RELATED SERVICES AND DELIVERY PERIOD

Line Item No.	Description of Goods and Related Services	Quantity	Physical unit	Final Destination (Project site)	Desired Delivery Period for completion of supply from the date of the Contract	Bidder's offered Delivery Period [to be provided by the Bidder]
1	2	3	4	5	6	7
1.	As Specified in Annexure I	1	1	Zilla Parishad Ratnagiri	As specified in the Sl. No. 3 - 'Deliverables by the consultants'.	[insert the number of days from the date of the Contract]

Note:

1. All details should be filled in by the Purchaser except for Column 7.
2. Delivery Period offered by the Bidder should be filled in Column 7 by the Bidder.

2. TECHNICAL SPECIFICATIONS

Detailed Technical Specifications and Standards [whenever necessary] and scope of services

Development of Schemes Analysis Dashboard for Zilla Parishad Ratnagiri

- a. Registration certificate of the participating farm/company.
- b. GST Registration Certificate of the firm with registration number shall be valid on the date of filing the tender;
- c. PAN Card
- d. **IT and computer skills:** Proven experience at least in three of the following is required:
 - REST API development - Java Spring Boot or NodeJs or Python Django or DotNet (Core)
 - experience in developing interactive maps, data visualizations.
 - Experience in Frontend development using - Angular or React is required.
 - Experience in database software, experience at least in one of the following is required: SQL Or MySQL is highly desirable.
 - Experienced in Mobile app development + integration with backend APIs
 - Experience with deployment of application on publicly accessible server
- e. Incomplete/poor quality software shall not be accepted under any circumstances.
- f. Suppliers should provide necessary technical training to the purchaser/user & technical assistance as and when necessary.
- g. Demonstration of the developed software before submission is required.

N.B: The bidder shall further provide the above documentary evidence (a-g): in the checklist provided in the RFQ document. The scanned copies should be clearly visible online.

ATTACHMENT

OFFICE OF
.....

PURCHASE/SUPPLY ORDER

To:

M/s

.....
.....
.....
.....

Dear Sirs,

Sub: Supply of
.....

Ref: Request for Quotation no..... dated

1. Your quotation no.....of(Date) for the supply of **has been accepted. You are requested to** supply the following goods/equipment at the rates quoted by you and specified against each as per the specifications and terms & conditions specified hereunder:

Serial. No	Brief description of goods/ equipment	Specifications	Quantity to be supplied	Unit Rate (Rs.)	GST*	Total Price (Rs.) including all taxes and duties
1						
2						
3						
4						
5						
			Total			

*GST and similar other taxes and duties applicable on finished goods. Indicate each applicable tax separately.

2. Delivery Period:days from the date of issue of this supply order.
3. Place of delivery
4. Consignee Address:
5. GST and other taxes and duties, if any will be reimbursed at actual rates paid on the date of supply or the rate/amount shown in 1. above, whichever is lower.
6. Standard Manufactures commercial Warranty/Guarantee shall be..... months from the date of delivery and acceptance.
7. Payment shall be made on delivery or within 30 days of delivery; and acceptance of the goods/equipment.
8. Other terms and conditions are as under:
.....
.....

(Purchaser)

Date:

Place:

Name:

Designation:.....