

Request for Proposal (RFP)

Ref No. : 150/DILRMP/LR&DMD

**SELECTION OF FIRM FOR DEVELOPMENT OF
WEB APPLICATION:
“SIKKIM LAND RECORDS & REGISTRATION
INFORMATION SYSTEM”**



**SIKKIM GEO-TECH SOCIETY
Department of Land Revenue & Disaster Management
Government of Sikkim**

DILRMP, E-GOV & GIS cell,
LRD&MD,
Government of Sikkim,
SITCO building, Deorali
Gangtok, Sikkim
Ph No: 03592-280044

DISCLAIMER

This Request for Proposal (**RFP**) is issued by the Programme Director on behalf of the Sikkim Geo-Tech Society, an autonomous body under Land Revenue & Disaster Management Department. Whilst the information in this RFP has been prepared in good faith; it is not and does not purport to be comprehensive or to have been independently verified. Neither Sikkim Geo-Tech Society nor Land Revenue & Disaster Management Department nor any of its officers or employees, nor any of the advisors nor consultants accept any liability or responsibility for the accuracy, reasonableness or completeness of, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed e-governance project, or makes any representation or warranty, expressed or implied, with respect to the information contained in this RFP or on which this RFP is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisors and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

The information contained in this RFP is selective and is subject to updating, expansion, revision and amendment at the sole discretion of the Sikkim Geo-Tech Society. It does not and does not purport to, contain all the information that a recipient may require for the purposes for making a decision for participation in this process. Neither Sikkim Geo-Tech Society nor Land Revenue & Disaster Management Department nor any of its officers, employees nor any of its advisors nor consultants undertakes to provide any party with access to update the information in this RFP or to correct any inaccuracies therein which may become apparent. Each Party must conduct its own analysis of the information contained in this RFP, to correct any inaccuracies therein and is advised to carry out its own investigation into this proposed e-Governance Project, the regulatory regime which applies thereto and by and all matters pertinent to this project and to seek its own professional advice on the legal, financial and regulatory consequences of entering into any agreement or arrangement relating to this project.

This RFP includes certain statements, estimates, projections, targets and forecasts with respect to this e-Governance Project. Such statements, estimates, projections, targets and forecasts reflect various assumptions made by the management, officers and employees of the Department which (the assumptions and the base information on which they are made) may or may not prove to be correct. No representation or warranty is given as to the reasonableness of forecasts or the assumptions on which they may be based and nothing in this RFP is, or should be relied on as, a promise, representation or warranty.

Sikkim Geo-Tech Society shall be the sole and final authority with respect to qualifying a panel of consultants through this RFP. The decision of the Society in qualifying a respondent into the panel of consultants who may bid in States/UTs shall be final and the Society reserves the right to reject any or all the bids without assigning any reason. The Sikkim Geo-Tech Society further reserves the right to negotiate with the qualifying agencies to enhance the value through this project and to create a more amicable environment for the smooth execution of the project.

INDEX

I. PROJECT OVERVIEW.....	1
II. INVITATION FOR PROPOSAL	
1. Schedule and details for the bid.....	2-3
III.SCOPE OF WORK	4
IV.TECHNICAL/FUNCTIONAL REQUIREMENT	5
V. TIMELINE.....	6
VI. SUBMISSION OF BIDS.....	7-9
VII.BID EVALUATION	
1. Technical Bid evaluation	9-11
2. Commercial Bid evaluation.....	11
3. Combined Final Evaluation.....	11
VIII.TENDER REJECTION CRITERIA.....	12
IX.DISPUTE RESOLUTION.....	12-13
X. PAYMENT TERMS.....	13
XI.GENERAL TERMS AND CONDITIONS.....	13-14
XII.ANNEXURE I: General information about the bidder.....	15
XIII.ANNEXURE II: Commercial Bid covering letter.....	16-17
XIV.ANNEXURE III: Commercial Bid.....	18
XV. ANNEXURE IV: Tender Acceptance Letter.....	19

I. PROJECT OVERVIEW:

1. Background:

Land Administration has been a historical symbol of Government's authority. It links the Government with a majority of citizens who reside in rural areas and have direct or indirect link to land and land related activities. Land Records Information is one of the most valuable assets of any Government. By organizing land-related data into a meaningful information warehouse, Government decision makers can be empowered with a flexible tool to provide citizen-centric services and can assess their impact over the intended section of the population. In this electronic age, as the country embarks on e-governance initiatives, necessity has been felt to revamp the land administration system to keep pace with the time to provide service that are fair, efficient and transparent to the citizens.

Therefore the Sikkim Geo-Tech Society (SGS), an autonomous body under Land Revenue & Disaster Management Department (LR&DMD) intends to implement a web based application that will help the Government progress faster towards the policy goals, minimize fraudulent transactions and deliver services associated to Land Revenue & Registration to the public sitting in their own comfort and without having them visit the offices frequently. This project has been initiated keeping in mind the decision makers of the State Government and the public dealing with land transactions. This project aims to achieve the vision of Digital India, where every Indian is digitally empowered and every information is digitally available.

2. Objectives:

- a. Centralize database of Integrated Land Records Management System (ILRMS) running in 16 Sub-Divisional Offices of the State at the State Data Centre and also synchronize the database over the NIC network or any private network through VPN.
- b. Replace the current website and develop a web enabled Land Records and Registration Information System to assist the Government in developmental planning and welfare activities. The new website should incorporate all the information available in the present website www.sikkimlrdm.gov.in .
- c. Provide various services to the public online with online payment facility of fees/revenue to the Government for the services used.
- d. Generate various Land Records and Property Registration reports for quick and efficient decision making and also for assessment by the Government.
- e. Minimize frequent visit of the public to the SDM/DC offices by providing all the relevant information like procedures, forms, application status, digitally signed ROR etc. in the public domain and also through SMS.
- f. Provide Aadhaar seeding facility through SMS or through the web application.
- g. Facilitate the Department to manage the Human Resource of the Department online etc.

II. INVITATION FOR PROPOSAL:

The Sikkim Geo-Tech Society, an autonomous body under the Land Revenue & Disaster Management Department invites proposals for development of a web based Sikkim Land Records and Registration Information System (SLRRIS) from various agencies.

1. Schedule and details for the bid

The following table provides information regarding the important dates of the bid process:

a)	Project	Sikkim Land Records & Registration Information System (SLRRIS)
b)	Bid inviting authority	Sikkim Geo-Tech Society Land Revenue & Disaster Management Department ,Government of Sikkim , SITCO complex, Deorali, Gangtok, Sikkim-737102
c)	Reference No. and publishing date of bid document	150/DILRMP/LR&DMD , 14 th Jan 2019
d)	Contact person	Assistant Director, DILRMP, E-GOV & GIS cell, Land Revenue & Disaster Management Dept, Government of Sikkim , SITCO building, Deorali, Gangtok, Sikkim-737102
e)	Last date & time for submission of bids	31 st Jan 2019 , 4 p.m.
f)	Last date for submission of written queries for clarifications on bid document	30 th Jan 2019
g)	Publication of corrigendum/ addendum/ amendment if any, on the website www.sikkimlrdm.gov.in	28 th Jan 2019
h)	Cost of tender document -Non-refundable	₹ 10,000 (Ten thousand only) in the form of Bank Demand Draft from a Nationalized Bank or Scheduled Bank registered with Reserve Bank of India (RBI) in favour of “Programme Director,

		DILRMP”, payable at Gangtok. The Bid Document Fee is non-refundable.
i)	Earnest Money Deposit (EMD)- Refundable	<p>₹ 2,00,000/- (Rupees Two Lakhs only) in the form of a Demand Draft from a Nationalized Bank or Scheduled Bank registered with RBI in favour of “Programme Director, DILRMP” and payable at Gangtok.</p> <p>The validity of EMD is 90 days .The EMD will be refunded to the unsuccessful bidder after the completion of the bid process and will be retained of the successful bidder until submission of the Performance Security Deposit. Failure of the successful bidder to comply with the requirements shall constitute sufficient grounds for cancellation of the award and forfeiture of the EMD.</p>
j)	Bank Guarantee as Performance Security Deposit	10% of the Contract Value in the form of a Bank Guarantee from a Nationalized Bank or Scheduled Bank registered with RBI in favour of “Programme Director, DILRMP”, with a validity of 2 years.
k)	Opening of Technical & Financial Bid	1 st Feb 2019, 11.30 am
l)	Bid validity	30 days from the date of opening of Technical Bid
m)	Venue for opening of bid	DILRMP, E-GOV & GIS cell, Land Revenue & Disaster Management Dept, Government of Sikkim , SITCO building, Deorali, Gangtok, Sikkim-737102

III.SCOPE OF WORK

1. The Implementing Agency (IA) should conduct a detail study of existing system, services and resources and propose a suitable solution to address the requirements.
2. The IA should give a presentation to the Department on the proposed solution and also explain the security aspect of the system before starting the project.
3. The IA should design, develop, test, implement and maintain a highly secured Web Application to facilitate easy management and retrieval of the Land Records and should comply with the requirements mentioned in Section – “Technical/Functional Requirements”.
4. The IA should provide various facilities to the public in the system like SMS service etc.in regards to Land Records and Registration.
5. The IA should provide online payment services in the proposed system for its users through integration with the payment gateway authorized by the Government of Sikkim. The system should support card payments using all the popular debit and credit cards (Visa, Master card etc.) and Net Banking. The online payment services should provide complete audit functionality for tracking and monitoring/reconciling the financial transactions taking place through the system.
6. The IA should provide the facility in the system to seed Aadhaar Number and link it with the Land Records. The users should also be able to seed Aadhaar No. through SMS. The Aadhar Number should be seeded on authentication by using one of the modes of authentication of the Unique Identification Authority of India (UIDAI).
7. The IA shall host the application in the State Data Centre of the Government of Sikkim.
8. The IA should make sure that the Web Application can be easily accessed by differently abled person and complies with GIGW and w3c standards.
9. The IA shall accept responsibility for the successful implementation, operation and maintenance of the system for a period of 2 years after Go-Live.
10. The IA should give presentation from time to time on the ongoing work to the Officers and Programmers of the DILRMP cell, LR&DMD and involve the Programmers during development of the software. The IA should handover the entire source code and its documentation to the Department on completion of the project.
11. The IA should provide training to the Programmers of the Department on the technologies used and its usage in SLRRIS.
12. The IA should provide training on the use of Web Application to the identified users of the Department as and when required, during the 2 years of maintenance period. The IA shall also be responsible for re-training/refresher training the employees / agencies whenever major changes are made in the system.

IV. TECHNICAL/FUNCTIONAL REQUIREMENT

The SLRRIS should have the following tentative functionality and is subject to change during the preparation of SRS and also during UAT:

1. Responsive layout.
2. Provide user panel and interactive pages to add and update the following information
 - a. Secretaries of LR&DMD
 - b. Employee database
 - c. Contact details of key persons
 - d. Notifications and Circulars
3. The data removed should not be deleted permanently from the database and has to be stored in one of the history tables for future reference.
4. Interactive map of Office locations of the Department and of the SDM offices
5. Search facility
6. Provide one page each for information about various schemes and services of the Department. Content to be migrated from the current website of the Department.
7. Generate various reports on Land Records and Property Registration and download the reports in pdf, excel format etc. There should also be provision to filter the data according to the requirement.
8. Provide secured accessibility and roles to generate reports.
9. Generate plot details on screen on entry of Plot No.
10. Integrate payment gateway and use highly secured approach to accept all online payment of Government Revenue/Fees
11. Integrate Digital Signature and generate digitally signed ROR on entry of Plot No and on online payment of fees.
12. Provide complete audit functionality for tracking and monitoring/reconciling the financial transactions taking place through the system.
13. Integrate SMS gateway and provide facility to know the status of applications submitted in various SDM offices and also seed Aadhaar number through SMS.
14. Provide facility to seed Aadhaar number in the SLRRIS on authentication from the UID database of GoI.
15. The Aadhaar number stored in the centralized database at SDC should be updated in all the ILRMS databases in the Sub-Divisions.
16. Provide the facility to submit the application online for mutation and for registration and update the application details in the ILRMS database at the respective Sub-Divisions.
17. Data Integrity
 - a. The system should provide reports of database synchronization (databases of all 16 Sub-Divisions and the centralized database at the SDC) and also of backup from external storage device (if done).
 - b. The system should also provide email alerts to the administrator or upon sign-in, if the LR databases are not updated/ synced for long.
18. Data Security
 - a. User accounts should be password protected
 - b. Roles should be assigned to all the users
 - c. Forgot password and resets should be handled by the system
19. Provide administrative panel
 - a. Provide all the rights to the administrator
 - b. Create new user and assign new roles
 - c. Edit and disable user accounts
20. User accounts

- a. User accounts should be password protected
 - b. Roles should be assigned to all the users
 - c. Forgot password and resets should be handled by the system
21. The centralized database designed should provide data to Web BHUNAKSHA, which is a software to update and generate cadastral maps.
 22. Provide Web Service/Web API for integration with Soil Health card and Land Records.
 23. Provide links to all the important websites.

V. TIMELINE

The proposed work is to be carried out as per the following timelines. “T” referred to in the table is treated as the date of award of work to the selected vendor:

Sl. No.	Stage	Timeline (Months)
1.	Preparation of Software Requirement Specification (SRS), User Acceptance Test(UAT)document etc.	T + 1
2.	Back up and sync all the ILRMS database running locally in 16 Sub-divisions of the State and create a centralized database in one of the testing servers hosted in the Department	T + 1
3.	Completion of development of beta version of Sikkim Land Records & Registration Information System (SLRRIS) & its presentation to the Department.	T + 4
4.	<ol style="list-style-type: none"> 1. Development of web service/web API of SLRRIS for integration with Soil Health Card and Land Records; 2. Integration of SLRRIS with SMS gateway and payment gateway 3. Completion of modification requested during first presentation and finalization of SLRRIS 	T + 5
5.	Completion of development and successful testing of SLRRIS and SMS and Payment gateway.	T + 6
6.	Completion of Security Auditing and hosting of SLRRIS in SDC.	T + 6
7.	Go Live of SLRRIS	T + 7
8.	Content Management training to the concerned officers and staffs of the Department and training to the Programmers on the technologies used	T + 7

VI.SUBMISSION OF BIDS

1. The bidder will submit the response to the present RFP in a single packet which should contain the following envelopes:

ENVELOPE-I: Pre-qualification of Bidder – With Bidders response, in an envelope duly super-scribed as ‘Pre-qualification of Bidder’ and clearly marked “**PRE QUALIFICATION FOR SELECTION OF FIRM FOR DEVELOPMENT OF SOFTWARE FOR “SIKKIM LAND RECORDS AND REGISTRATION INFORMATION SYSTEM (SLRRIS)”** along-with Reference Number, Due Date and with the wordings “DO NOT OPEN BEFORE DUE DATE” . In case the Bidder has shown its inability to comply with certain criteria, then its Technical as well as Financial Bids will not be opened. All the details will however be cross- checked for compliance in the process.

ENVELOPE-II: Technical Bid – Technical offer (Hardcopy =1 original + 1 copy) (1 Soft copy CD or DVD) + EMD + RFP fee of Rs.10,000 (if not already deposited) should be put in single sealed envelope clearly marked “**TECHNICAL BID FOR SELECTION OF FIRM FOR DEVELOPMENT OF SOFTWARE FOR SIKKIM LAND RECORDS AND REGISTRATION INFORMATION SYSTEM (SLRRIS)”** along-with Reference Number, Due Date and with the wordings “DO NOT OPEN BEFORE DUE DATE”.

ENVELOPE-III: Commercial Bid

The cover containing financial offer should be put in single sealed envelope clearly marked “**COMMERCIAL BID FOR SELECTION OF FIRM FOR DEVELOPMENT OF SOFTWARE FOR SIKKIM LAND RECORDS AND REGISTRATION INFORMATION SYSTEM (SLRRIS)”** along-with Reference Number, Due Date and with the wordings “DO NOT OPEN BEFORE DUE DATE”:

2. CHECK LIST OF DOCUMENTS TO BE SUBMITTED

Table 1- Check List of eligibility and pre-qualification documents to be submitted in the Technical Bid in a separate envelope.

Sl. No.	Bidder Eligibility & Prequalification criteria	Supporting Documents to be submitted	Whether submitted (Yes/No)
1.	Tender Fee : Non refundable	Original in the form of Demand draft	
2.	Earnest Money Deposit	Original in the form of Demand draft	
3.	General Information of the bidder	Signed and Scanned Copy of the format given in Annexure I.	

4.	Bidder should have presence in Sikkim & firm registered and operational at least for the last 3 years in the state of Sikkim.	Signed and stamped copy of Firm registration & valid trade license	
5.	Bidder should have a valid license issued from Govt. of Sikkim to render ICT services	Signed and stamped copy of valid trade license	
6.	Average Annual Financial turnover of the bidder as per the audited financial statement of the last 3 years, ending 31st March 2018. The turnover should be at least Rs 1 crore in software services.	Audited financial statement	
7.	Bidder should not be blacklisted / banned by any Government/ Semi- Government Authority in India for supply of materials / carrying out operations and maintenance work / application development.	Letter of Undertaking	
8.	Bidder should have a GST registration	GST registration certificate	
9.	The Bids shall be submitted by only the Bidder; no consortium is allowed in this Bid	Declaration in this regard needs to be submitted	

Table 2- Technical bid documents

Sl. No.	Technical proposal documents	Whether submitted (Yes/No)
1	Technical proposal (Project Requirements understanding, methodology , implementation and support strategy)	

2	List of Project Manager & field coordinators for overall coordination, support and fault escalation. Details of contact person (Name, Designation, address, landline and mobile no. to be given)	
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Table -3- Financial proposal

Sl. No.	Financial proposal documents	Whether submitted (Yes/No)
1	Commercial Bid covering letter Annexure II	
2	Commercial bid as per Annexure III	

VII. BID EVALUATION

1. Technical bid evaluation

Technical evaluation will be carried out by an Evaluation Committee (EC), duly constituted by the Competent Authority. Evaluation will be carried out in two stages as detailed below:

Stage 1: Eligibility and pre-qualification criteria

- EC will examine all the bid(s) to determine whether the bidder qualifies the essential eligibility and pre-qualification criteria. All the supporting documents submitted will be examined to determine whether they are complying with the eligibility criteria of Technical Bid. Bids of only qualified bidders will be taken up for further evaluation.
- Bidder who does not qualify Stage-1 shall be summarily rejected and no correspondence will be entertained.

Stage 2: Technical proposal evaluation

- During the evaluation of the Technical Bids, compliance of the bidder solution with the tender conditions will be evaluated with necessary documentary evidence. Evaluation criteria will include fulfillment of all specifications mentioned in the bid. Any deviation from the RFP

requirements, terms and conditions, delivery schedule, project completion time, etc shall be clearly mentioned with the proposed alternatives which comply with the project requirements. The Department reserves all the right to accept or reject the proposed alternatives without assigning any reason whatsoever thereof. Non-compliance of any of the technical requirements will lead to rejection of the bid. Partial compliance shall be treated as Non-compliance.

- Any falsification, suppression of facts would lead to rejection of the bid.
- During the technical evaluation, the responses provided in pre-qualification proposal and technical proposal will be evaluated out of 50 marks. The bidder will have to score at least 35 marks to be declared as technically qualified. Any proposal not achieving this score will be treated as “Not Technically Qualifying the Requirements” and will not be considered further.
- The bidder needs to score at least 35 marks or above out of a total of 50 marks to be able to qualify for commercial/financial bid opening.

Table 1 : Technical bid marks sheet (MT)

Sl. No.	Clause	Evaluation documents	Total Marks
1	Project Requirements understanding, methodology, implementation and support strategy.	Technical proposal (Presentation if required)	20 marks
2	The bidder's Average Annual Turnover (Minimum ₹ 1.00 Crore in the last three financial years ; 2015-16, 2016-17 and 2017-18 in the field of IT services ,Consultancy and Development of IT application software). Note: The turnover refers to the bidder's firm and not the composite turnover of its subsidiaries/sister concerns etc.	Audited financial statement	1 crores & above = 10 marks. Below 1 crores = 0 marks.
3	The bidder should have provided and successfully executed at least three (3) IT/software based services (excluding hardware & networking components) to Government of Sikkim during the last three	Copy of work order & Project completion certificate	3 and above =10 marks Below 3 = 0 marks

	financial years.		
4	Already worked with LRDM for any one of the IT software application solution and successfully completed.	Copy of work order and completion certificate	5 marks
5	Promotion of Local Representation	Sikkim Subject or Certificate Of Identification	5 marks

2. Commercial Bid evaluation

The Commercial Bids of only those bidders short listed from the Technical Bids by the evaluation committee will be opened.

For financial evaluation, the total cost indicated in the Commercial Bid including all Taxes will be considered. The lowest financial bid will be allotted a financial mark of 100 marks. The financial marks of other bidder(s) will be computed by measuring the respective financial bids against the lowest financial bid.

$$\text{Financial Mark (MF)} = \frac{\text{Lowest Commercial Bid}}{\text{Bidders actual commercial bid amount}} \times 100$$

No enquiry shall be made by the bidder(s) during the course of evaluation of the tender, after opening of Commercial bid, till final decision is conveyed to the successful bidder.

3. Combined Final Evaluation

The composite mark is a weighted average of the Technical and Financial Marks. The ratio of Technical and Financial mark is 60:40 respectively. The Composite Mark will be derived using the following formula:

$$\text{Composite Mark} = (MT \times 0.6 + MF \times 0.4)$$

Thus, the composite mark shall be out of a maximum of 100 marks. The responsive Bidder(s) will be ranked in descending order according to the composite marks, which is calculated based on the above formula. The highest-ranking bidder as per the composite mark will be selected in this tender.

VIII. TENDER REJECTION CRITERIA

The tenders are subject to be disqualified if:

1. The solution presented to the Department is not found satisfactory; the Department has the right to cancel the bid.
2. Misleading or false representations are made in the forms, statements and attachments submitted as proof of the qualification requirements; and/or
3. Record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures etc. is found.
4. Any change in the structure or formation of the bidder is made after qualifying the bid. The same will be considered as a breach and the bidder shall be disqualified and rejected without any further notice.
5. Bidders should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Tendering Authority. A Self-declaration Certificate should be enclosed. The bidders should submit all the above information in their prequalification proposals, so as to get eligible for technical evaluation.

IX. DISPUTE RESOLUTION

1. If during the subsistence and award of work or thereafter, any dispute between the LR&DM Department & Implementing Agency hereto arising out of or in connection with the validity, interpretation, implementation, material breach or any alleged material breach of any provision of any contractual agreement or regarding any question, including as to whether the termination of contractual agreement by one party hereto has been legitimate, the Department & Implementing Agency shall endeavour to settle such dispute amicably and/or by conciliation to be governed by the Arbitration and Conciliation Act, 1996 or as may be agreed to between the Department & the Implementing Agency. The attempt to bring about an amicable settlement is considered to have failed as soon as one of the parties hereto, after reasonable attempts; which attempt shall continue for not less than thirty (30) days, gives thirty (30) days notice to refer the dispute to arbitration to the other Party in writing.
6. In case of such failure as is referred to above, the dispute shall be referred to an authority chosen by the two parties by mutual agreement for the purpose of the above clause who shall act as the sole Arbitrator for settlement of such dispute.
7. The Arbitration and Conciliation Act, 1996, shall govern the arbitration proceedings.
8. The Arbitration proceedings shall be held in Gangtok, Sikkim, India.

9. The substantive laws of India and the State shall govern the arbitration proceeding.
10. The proceedings of arbitration shall be in English Language.
11. Continuance of the agreement notwithstanding the fact that settlement of dispute(s) (if any) under arbitration may be pending, the parties hereto shall continue to be governed by and perform the work in accordance with the provisions under the respective contracts.

X. PAYMENT TERMS

Sl. No	Milestone	Payment
1.	Acceptance of work order	30 % of the project value
2.	Completion of successful development and testing of Sikkim Land Records & Registration Information System (SLRRIS)	40 % of the project value
3.	Go live of the application	20 % of the project value
4.	Completion of capacity building & training to end users and Programmers of the Department.	10 % of the project value

XI. GENERAL TERMS AND CONDITIONS

- A. Sealed bid documents should be submitted to the Office of The Programme Director DILRMP cell, Govt. of Sikkim, SITCO building, Deorali -737102, East Sikkim.
- b. The bidder shall quote the rates inclusive of all taxes, duties and other charges, including all import/custom duties, packing, forwarding, freight, transit insurance, delivery, loading and unloading, installation, warranty support etc. Any changes in the tax structure shall only be honored only if the tax/levy components are clearly specified in the bid.
- c. The Department will notify and issue the work order to the successful bidder in writing by letter or by email.
- d. The bidder should give in writing the Letter of Acceptance within seven days of receiving the work order.

- e. The Department reserves all the rights to modify or cancel the tender at any time during the process without assigning any reasons thereof.
- f. The scope of work is subject to change during the development phase. The IA is expected to comply with the change without any financial implications.
- g. If any information provided by the bidder is found to be inaccurate at any stage of the bid evaluation process, the Department may, at its discretion, disqualify the bidder and no correspondence will be entertained in this regard.
- h. Bidder shall contact the Department in writing for any clarification regarding the technical requirement before the last date of clarification of queries.
- i. The offer prepared by the bidder and all correspondence and documents relating to the bid shall be written in English.
- j. Bidder shall quote in Indian Rupees only.
- k. If any of the above terms are not agreeable to the bidder, it should be specifically mentioned in the bid along with the alternative suggested. The Department however reserves the right to accept or reject any bid or cancel tender proceedings without assigning any reason whatsoever.
- l. Force Majeure: The Department may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that, the delay in performance or other failure to perform its obligations under the contract is the result of a Force Majeure. Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of God (like earthquakes, floods, storms etc.), acts of states / state agencies, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes at successful bidder's premises or any other act beyond control of the bidder.
- m. Pre-closure of Service: The Department reserves the right to terminate contract by one month notice, in case of failure of Bidder to meet the SLA conditions specified for three consecutive months.

FOR TECHNICAL BID SUBMISSION

Annexure I: General information about the bidder

(In Company's Letter Head)

Sl. No.	Particulars	Details
1	Name of the Bidder	
2	Address of the bidder	
3	Constitution of the bidder	
4	Certificate of Incorporation	
5	Telephone No.	
6	Website	
8	Correspondence Address Name, Designation, Address, E-mail, contact no.	
9	GST registration no. (Copy of GST registration to be attached)	
10	Income Tax registration details (Copy of PAN)	
<p style="text-align: right;">Authorized Signatory. (Signature of the Bidder, with Official Seal)</p>		

FOR COMMERCIAL BID SUBMISSION

Annexure II: Commercial Bid covering letter

(In Company's Letter Head)

To:

Date:

The Programme Director
DILRMP , E-GOV & GIS cell,
LRD&MD, Govt of Sikkim,
SITCO building, Deorali
Sikkim -737102

Dear Sir,

1. Having examined Request For Proposal (RFP) number ----- dated ----- the receipt of which is hereby acknowledged, we, the undersigned, offer development of web based "Sikkim Land Records & Registration Information System", in full conformity with the said RFP, for a total project cost per state as given below.
2. The above amount is in accordance with the Price Schedules herewith made part of this bid as per the Commercial bid template.
3. We declare that we have studied RFP and are making this proposal with a stipulation that you shall award us contract for development of web based "Sikkim Land Records & Registration Information System", identifying separately including all other services specified in the contract documents.
4. We have read the provisions of RFP and confirm that these are acceptable to us.
5. We further declare that additional conditions, variations, deviations if any, found in the proposal other than those listed in attachment pertaining to any rebates offered, shall not be given effect to.
6. We undertake, if our bid is accepted, to commence the work on the project immediately upon your Notification of Award to us, and to achieve completion within the time stated in the bidding documents.
7. If our bid is accepted, we undertake to execute all contractual documents and provide all securities & guarantees as required in the bid document.

8. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act".
9. We agree to abide by this bid, consisting of this letter, Technical bid and Commercial bid, for a period of bid validity from the date fixed for submission of bids as stipulated in the RFP, and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Dated this [insert : number] day of [insert : month] , [insert: year]

In the Capacity of [insert: title of position]

Duly authorized to sign this bid for and on behalf of [insert: name of the Bidder]

Address:

Authorized Signatory.
(Signature of the Bidder, with Official Seal)

Annexure III : Commercial Bid

(In Company's Letter Head)

M/s _____ offer the following price

No.	Item	GST rate	GST amount	Total including GST
1	Development of web based Land record reporting & monitoring system (LRRMS)			

Note:

1. The amount quoted shall be inclusive of all taxes and fees
2. The rates quoted by the bidder shall be firm throughout the contract
3. Any revision in the rates of taxes or introduction of new taxes/duties/levies by government shall be honoured.

Dated this [insert : number] day of [insert : month] , [insert: year]

In the Capacity of [insert: title of position]

Duly authorized to sign this bid for and on behalf of [insert: name of the Bidder]

Authorized Signatory.
(Signature of the Bidder, with Official Seal)

Annexure IV: Tender Acceptance Letter

(In Company's Letter Head)

To:

Date:

Programme Director
DILRMP, E-GOV & GIS cell
LRD&MD, Govt of Sikkim,
SITCO building, Deorali
Sikkim -737102

SUB: Acceptance of Terms & Conditions of Tender. Tender Reference No:
Name of Tender / Work:

Dear Sir,

1. I/We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: sikkim.gov.in as per your NIT / advertisement, given in the above mentioned website.
2. I/We hereby certify that I / We have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedules(s), etc.), which form part of the contract agreement and I / We shall abide hereby by the terms / conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization too has also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I/We do hereby declare that I / We have read and understood the entire requirement laid down in the tender document and has prepared the technical bid in compliance with the technical requirements specified in the document.
10. I / We certify that all information furnished by us is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy.

Yours Faithfully,

Authorized Signatory.
(Signature of the Bidder, with Official Seal)