



Office of Collector, Cuttack

At/Po- Chandini Chowk, Dist- Cuttack, Pin-753002,
Phone no. - 0671-2508100
Email – dm-cuttack@nic.in

Adv. No. 1590

Date: 01/05/2020

**Tender call notice
for**

Development of Website/ App for maintaining database of migrants & Temporary Medical Centers (TMC) for District Administration, Cuttack

Sealed proposals are invited from registered **Agencies/registered firms/ for development of Website/ App for maintaining database of migrants & Temporary Medical Centers (TMC) for District Administration, Cuttack.** The details of the terms and conditions are available in the website of District administration Cuttack i.e. <https://cuttack.nic.in/>. The bidders have to download the tender document from website to participate in the tender. The undersigned reserves right to reject any or all proposals without assigning any reason. Available of Tender document **Dt. 01/05/2020 to Dt. 07/05/2020**, last date for submission of proposal **Dt.08/05/2020**, time 12.00 pm. Opening of Technical bid **Dt. 08/05/2020 at 03:00 PM**. Submission of Proposal through courier/ speed post/ registered post/ hand delivery.

Collector, Cuttack

District Administration, Cuttack reserves right to accept or reject any application and to annul the selection process at any time, without incurring any liability and without assigning any reason thereof.

Tender call notice for Development of Website/ App for maintaining database of migrants & Temporary Medical Centers (TMC) for District Administration, Cuttack

1. Sealed proposals are invited from registered agencies/registered firms for **Development of Website/ App for maintaining database of migrants & Temporary Medical Centers (TMC) for District Administration, Cuttack.**
2. Interested bidders may obtain the detailed terms and conditions from the website for taking up of this assignment. The interested bidder may download the detailed tender document from Cuttack District Administration website <https://cuttack.nic.in/>
3. The proposal will have to be submitted in two parts i.e. Technical Bid (Cover-A) and Price Bid (Cover-B). The bidders should submit their technical and price bid separately in two envelopes clearly marked as Technical bid & price bid and those two envelopes should be put into another outer envelope super scribed as “**Development of Website/ App for maintaining database of migrants & Temporary Medical Centers (TMC) for District Administration, Cuttack**” referred to adv. **No. 1590 dated 01/05/2020.**
4. Technical bid (Cover-A) shall comprise of following;
 - a. Format-1: Covering Letter
 - b. Format-2: Details of the Firm/ Company
 - c. Format-3: Project Data Sheet
 - d. Format-4: Required Manpower
 - e. Format-5: Format of CVs
 - f. EMD
 - g. Bid document fee
 - h. All relevant documents as required.
5. Price bid (Cover-B) shall comprise of **Format-6** (Financial Proposal Format)
6. The financial quote by the agency shall be per migrant basis for “Development of Website/ App for maintaining database of migrants & Temporary Medical Centers (TMC) for District Administration, Cuttack”, including all manpower inclusive all applicable taxes but excluding GST.
7. The proposals to be addressed to;

Office of Collector, Cuttack
At/Po- Chandini Chowk, Dist- Cuttack,
Pin-753002, Odisha.
8. The last date and time of submission of proposal is **Dt.08/05/2020 by 12:00 Noon** The proposal shall be opened on Dt. 08/05/2020 at **03:00 P.M.** In the conference hall of Collector, Cuttack, Chandini Chowk, Cuttack in the presence of authorized representative of the bidders who may wish to be present.

Terms & Conditions

It may be noted that rates shall be quoted per migrant basis for “Development of Website/ App for maintaining database of migrants & Temporary Medical Centers (TMC) for District Administration, Cuttack”, including all manpower inclusive all applicable taxes but excluding GST.

1. The firm should have valid GST & PAN.
2. Technical Eligibility:
 - a. The firm/ agency interested to participate in the tender process, should have at least 5 years of experience in similar field.
 - b. The agency should have undertaken at least 5 (five) assignments of similar in nature in the last 3 years.
3. The firm should have audited annual average turnover of Rs. 10 lakhs in the last three financial years i.e. 2018-19,2017-18, 2016-17
4. Bid must be accompanied by bid document cost of Rs. 1000/- (Refundable) and EMD of Rs 10,000/- in technical bid by way of demand draft, drawn in any Nationalised/ scheduled bank in favor of Collector, District administration, Cuttack payable at Cuttack.

Bid not accompanied by bid document cost and EMD will not be considered. EMD of unsuccessful bidders shall be returned within 30 days without interest on finalization of bid. EMD of successful bidders shall be retained and will be returned on successful completion of the project without interest.

5. The firm have to submit an affidavit (on original stamp paper of relevant value) in the technical bid with the following clauses.
 - a) Our organization has not been blacklisted by any govt. organization
 - b) Our organization does not have any legal suit/ criminal case pending against it for violation of GST act or any other laws.
 - c) Our organization agrees to abide by all terms & conditions of Tender.
6. In the technical bid the firm will also have to submit the photocopies of PAN, updated GST filing copy certificate and audited balance sheet, P&L account statement (any of the last financial years) duly signed by a chartered accountant.

Only those firms/ agencies should participate in the tender who are willing for Development of Website/ App for maintaining database of migrants & Temporary Medical Centers (TMC) for District Administration, Cuttack, as mentioned in the **Annexure-1** (Detailed Scope of work).

7. The selected agency shall have to furnish a performance security of Rs. 20,000/- in the shape of demand draft in favor of Collector, District Administration, Cuttack, payable at Cuttack. Which will be retained till successful completion of contract. The EMD of the

successful bidder shall be returned upon submission of performance security. EMD of unsuccessful bidders shall be returned within 30 days without interest on finalization of bid

8. The agency need to submit Invoice on weekly basis and the Dist. Administration shall release the payment within 7 days upon receive of the Invoice from the agency.
9. Validity of this proposal would be up to 180 days from the last date of submission of proposal.
10. For any dispute, decision of District Administration, Cuttack is final.
11. All legal disputes are subject to Cuttack jurisdiction only.
12. For further clarification, the intending bidders may contact the following;
Mr. Subhranshu Mishra, Sub Collector, Sadar Cuttack,
Mobile no. 8917508802
13. The Collector, Cuttack District Administration reserves the right to accept or reject any or all proposals or any part thereof without any liability to communicate any reason.

Bid evaluation methodology

Evaluation of the proposals for **“Selection of Agencies/registered firms for development of Website/ App for maintaining database of migrants & Temporary Medical Centers (TMC) for District Administration, Cuttack”** will be based on **QCBS** (Quality cum Cost Based Selection) mode.

A. Evaluation of Technical Bid

In the first stage, the Technical Proposal will be evaluated on the basis of technical proposal submitted by the firm and the presentation of the firm before District Administration, Cuttack for showing capability to handle the similar type of project.

The total maximum score for evaluation of technical proposal is 100 marks. This score shall be based on an assessment of the technical proposal which shall be assessed through rating of various parameters set out in the table below;

Sl. No.	Evaluation Criteria	Maximum Score
1	Approach and Methodology	20
2	Number of similar projects undertaken(completed) in three separate projects during the last 5 years	30

3	Availability of technical experts a. Senior IT specialist b. IT expert c. Web designer d. Database management Expert	20 (5 marks for each proposed CV)
5	Presentation of the Proposed Development of Website/ App	30
	Total	100

***Similar kind of project means Development of Website/ App*

Technical Presentation:

All bidders shall be required to make presentations up to 20 minutes to demonstrate their relevant credentials before the Technical Committee of District Administration, Cuttack and to submit 5 hard copies during the presentation. The presentation shall broadly cover the following aspects;

- a. Project Concept
- b. Approach and methodology
- c. Deliverables & Time Schedule
- d. Description of minimum 2 projects similar to this project

The Technical scoring (Ts) of participants shall be as per the point scoring methodology. District Administration may include a panel of experts to evaluate the technical presentation. The bidders shall be invited for a PowerPoint presentation in front of the committee. The **date and time** of presentation shall be intimated accordingly.

Technical Score - The total score secured by the bidders in credential score and presentation score combined will be treated as the Technical Score (TS) out of 100 marks. Bidders scoring 70 marks or more in the Technical Score will be qualified for opening of their financial bids.

B. Opening of Financial Proposal

The financial proposal of the participants would be opened on the scheduled date. Financial Score: The lowest financial proposal will be given a financial score of 100 points. The financial scores of other proposals will be computed as follows;

Fs = 100 x FM1/F1

(F1 = amount of Financial Proposal as proposed by the applicant; FM1 = Lowest financial quote)

C. Combined and Final Bid Evaluation

Proposals will finally be ranked according to their combined technical (Ts) and financial (Fs) scores as follows;

$$**S = Ts x Tw + Fs x Fw**$$

(Where S is the combined score, and Tw and Fw are weights assigned to Technical Proposal and Financial Proposal that shall be 0.80 and 0.20 respectively).

The Selected Applicant shall be the First Ranked Applicant (having the highest combined score). The Second Ranked Applicant shall be kept in reserve and may be invited for negotiations in case the first ranked Applicant withdraws, or fails to comply with the requirements specified in the tender document.

Sd/-

Collector, Cuttack

Covering Letter

(On the Letterhead of the applicant)

Date: __/__/2020

To,

Collector,
Cuttack District Administration,
At/Po- Chandini Chowk,
Dist- Cuttack, Pin-753002, Odisha

Subject: Submission of Proposal for “Development of Website/ App for maintaining database of migrants & Temporary Medical Centers (TMC) for District Administration, Cuttack”.

Being duly authorised to represent and act on behalf of (hereinafter referred to as “the Applicant”), and having reviewed and fully understood all of the Proposal requirements and information provided and collected, the undersigned hereby submits the Proposal on behalf of _____ (Name of Applicant) for the captioned Project with the details as per the requirements of the bid document, for your evaluation. We confirm that our Proposal is valid for a period of 180 days from the last date of submission of proposal.

We also hereby agree and undertake as under:

Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our Proposal we hereby represent and confirm that our Proposal is unconditional in all respects and we agree to the terms and conditions of the Tender.

We hereby certify and confirm that in the preparation and submission of our Proposal, we have not acted in concert or in collusion with any other applicant or other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive.

Yours faithfully,

For and on behalf of (*Name of Applicant*)

**Duly signed by the Authorised Signatory of the Applicant
(Name, Title and Address of the Authorised Signatory)**

Details of the Firm/ Company

(To be submitted in Technical bid envelope)

The documents has to be arranged serially as per order mentioned below;

1.	Name of the firm/company :	
2.	Name of the authorised signatory	
3.	Authorised and specimen signature of the authorised signatory:	
4.	Designation :	
5.	Company/Firm :	
6.	Address :	
7.	Telephone number of Authorised signatory/ firm:	
8.	E-mail address :	
9.	Mobile number:	
10.	Experience in similar field (<i>work order along with completion certificate duly issued by the client</i>)	
11.	Turnover: (<i>Audited balance sheet and P&L account duly signed by the Chartered accountant, Photo copy to attach</i>)	
12.	GST registration: (<i>Photocopy to be attached</i>)	
13.	PAN number: (<i>Photocopy to be attached</i>)	
14.	Draft no and date of security deposit (EMD):	
15.	Affidavit of declaration certificate by Notary that the organisation doesn't have any legal suit/ criminal case pending against it for violation of GST act or any other law and agrees to abide all terms and conditions of tender.	

DECLARATION

I/ we here by certify that the terms and conditions and other specifications given in the tender document have been read carefully and acceptable by me/us and the information furnished above is full and correct to the best of my/our knowledge. I/ we understand that in case of any deviation/ forged information in the above statement at any stage, our firm/ agency will be blacklisted and will not have any dealing with your organisation in future.

Date:**Place:****Signature with seal.**

Format for Project Data Sheet

Sl. No.	Parameters	Remarks
1	Project Title	
2	Project Description	
3	Location	
4	Name of Client	
5	Total Project Cost (In Indian Rupees)	
7	Period of Services rendered by the Applicant (Start date and End date)	
8	Consultancy Fees of the Applicant (In Indian Rupees)	
9	Present Status of the Project (Completed/ongoing)	
10	Other Information relating to Project	
11	Copy of work orders and	
12	Completion certificate issued by the client	

Note:

- The work order along with the completion certificates shall be attached with every project.
- Experience of only completed projects will be considered for evaluation.

**Duly signed by the Authorised Signatory of the Applicant
(Name, Title and Address of the Authorised Signatory)**

List of Required Manpower

Sl. No.	Required Manpower	Name	Designation	Total years of Experience	Experience in the firm
1	Senior IT specialist			7	
2	IT Expert			5	
3	Web Designer			5	
4	Database Management Expert			5	

Duly signed by the Authorised Signatory of the Applicant
(Name, Title and Address of the Authorised Signatory)

Format of Curriculum Vitae (CV)

Name of Firm:

Name of Staff:

Date of Birth:

Year with Firm:

Nationality:

Membership of Professional Bodies:

Education:

(Summarize College/University and other specialized education of staff member)

Employment Record:

(Starting with present position, list in reverse order every employment held)

List of projects on which the Personnel has worked

Name of Project

Description of responsibilities

Languages:

(Indicate proficiency in speaking, reading and writing of each language by “excellent”, “good”, “fair”, “and poor”)

Duly signed by the Authorised Signatory of the Applicant (Name, Title and Address of the Authorised Signatory)

FINANCIAL PROPOSAL**To,**

**Collector,
Cuttack District Administration,
At/Po- Chandini Chowk,
Dist- Cuttack, Pin-753002, Odisha**

Subject: Submission of Financial Proposal for **“Development of Website/ App for maintaining database of migrants & Temporary Medical Centers (TMC) for District Administration, Cuttack”**.

We, the undersigned, offer to provide the services for development of Website/ App for the above scope of services in accordance with your bid document. Our financial quote on lumpsum basis for development and on monthly basis for mantaing database is as given below,

Name of the Project	Financial Quote
“Development of Website/ App for maintaining database of migrants & Temporary Medical Centers (TMC) for District Administration, Cuttack”.	Rs.....per migrant for “Development of Website/ App for maintaining database of migrants & Temporary Medical Centers (TMC) for District Administration, Cuttack”, including all manpower inclusive all applicable taxes but excluding GST.

Our Financial Proposal shall be including all manpower & material cost but excluding applicable GST.

This financial proposal covers remuneration for all personnel cost, all incidental manpower expenses. The Financial Proposal is without any condition.

Yours faithfully,

For and on behalf of (*Name of Applicant*)

**Duly signed by the Authorised Signatory of the Applicant
(Name, Title and Address of the Authorised Signatory)**

Details of Scope of Work

1. Development of web based application system.
2. Designing of dashboard to provide the statistical report.
3. Development of registered migrant travel management system.
4. Day wise reporting system of 14 days quarantine period.
5. On line file management system of 14 days quarantine period.
6. Issuance of digital certificate on completion of quarantine period.
7. Development of route and travel management of migrants.
8. Sending SMS to migrants as well as Dist. Administration official.