Smart City
MISSION TRANSFORM-NATION

Smart Kalyan-Dombivli Development Corporation Limited

Request for Proposal for appointment of ICT consultant for preparation of detailed project report and providing supervision services for implementation of "Pan City Solution" under Smart Cities Mission

November 2017

Contents

Disclaimer

The information contained in this Request for Proposals document ("**RFP**") or subsequently provided to Bidder, whether verbally or in documentary or any other form by or on behalf of the Client or any of its employees or advisers, is provided to Bidder on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the Client to the prospective Bidder or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Client in relation to the Consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Client, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidder is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Client accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Client, its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.

The Client 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 Client may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that the Client is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the Consultancy and the Client reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Client or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Client and the Client shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

1 Background

Smart Kalyan-Dombivli Development Corporation Limited (SKDCL) is a special purpose vehicle formed for the implementation of smart city proposal (SCP) of Kalyan-Dombivli Municipal Corporation (KDMC). The 'pan city solution' component of the plan proposed various ICT interventions to bring in more efficiency in service delivery of the KDMC. The solution aims to improve the transparency of various operations and services of KDMC.

KDMC was the first corporation in Maharashtra to implement e-governance in 2002 for various basic services and departmental operations such as water supply billing, property tax billing, and complaints management. With available support of Smart Cities Mission grant, the corporation proposed to strengthen the existing system and also augment the existing system with various updated ICT solutions. The corporation proposed improved e-governance and m-governance platforms and centralised performance monitoring and management systems for the basic urban services and transport related facilities in the city.

SKDCL hereby seeks to appoint an ICT consultant for preparation of DPR for the 'pan city solution' component of the 'Smart City Proposal (SCP)' of Kalyan-Dombivli city. The consultant shall prepare DPR for the 'pan city solution', support SKDCL to appoint a Master System Integrator (MSI) for the implementation of the project, and provide project management and implementation supervision consultancy during and post implementation of the solution.

1.1 About the project

Under the Pan City project, SKDCL envisages to develop a 'City Services Management Centre (CSMC), an integrated command and control centre, to integrate various municipal services data platforms, carry out service level analytics, monitoring various operations, and information dissemination as laid out in the smart city proposal of KDMC.

The pan city solution is modelled to meet the requirements of 'Information for All' and 'services on demand'. The solution aims to achieve transparency and accountability in the business processes of the corporation and facilitate the interaction of the urban local body (ULB) with the citizen. The two broader aspects covered under the pan city solution are:

1. Smart and responsive governance which refers to ICT based solution for
    a. Citizen engagement through responsible disclosures in compliance with public disclosure law and beyond leading to transparency in governance, and effective grievance and redressal mechanisms for improved accountability
    b. Improving services by allowing real time performance monitoring and management.
2. Improved mobility and accessibility through introducing
    a. Intelligent Traffic Management System (ITMS) allowing remote surveillance, traffic management, incidence management and enforcing traffic rules
    b. Improved public transit system with GPS tracked bus, smart bus stops, rationalized route, smarter operations of 'Kalyan-Dombivli Municipal Transport Undertaking (KDMTU)'
    c. Smart parking management system for effective parking space management leading to better use of existing road-widths
    d. Safety and surveillance and energy efficient street lighting

SKDCL seeks to establish a common technology platform and necessary infrastructure to record, monitor and manage the urban services provided by corporation and other stakeholders in Kalyan-Dombivli. The ICT interventions aim to achieve the larger objective of 'responsible governance'.

1.2   Project Objectives

The output expected on implementation of the pan city solution is an integrated ICT enabled solution which will be accessed by the SKDCL/KDMC officials, other stakeholder such as Traffic Police, Commissioner of Police and the citizen through different interface (like mobile, web browser) to support informed decision making. The primary objectives of the solution are:

- To enable KDMC to disclose responsible information through real-time the performance of the basic urban services
- To improve the platforms for the citizen to interact with the government for various activities such as approval, tracking of the complaints, application for services etc.
- To facilitate real time monitoring of the performances of basic urban by creating a data repository.
- To enable KDMC and Traffic Police to assess the traffic scenario of the city on real time basis and rational decision making
- To facilitate KDMTU to revive their operations by optimising the routes and rational budget allocation in its operations
- To enable KDMC and Commissioner of Police improving the safety in Kalyan-Dombivli through installation of CCTV camera, LED street lighting all across the city and monitoring them from integrated command and control centre.

1.3   Importance of stakeholder engagement and consensus

Smart Kalyan-Dombivli Development Corporation Limited is the implementing agency of the project, however, the project aims to incorporate technology in urban basic services provisions. Hence, KDMC would also be a very important stakeholder for the implementation of pan city solution. Other public sector stakeholders include Commissioner of Police, Traffic police, RTO, various transport undertakings operating in the city, relevant state government agencies and other private stakeholders. The appointed consultant shall map the stakeholders and execute the entire assignment in close coordination with stakeholders including the citizens of Kalyan-Dombivli.

The pan city solution is aimed at facilitating the various stakeholders in the city to improve the service levels offered and manage the services more effectively through improved monitoring and communications. The appointed consultant shall ensure that the DPR and the specifications are in alignment with various stakeholder expectations to ensure ownership and subsequent use of the facilities being designed.

2 Instructions to the Bidders

2.1 General

2.1.1 Definitions

(a) "Applicable Law" means the laws and any other instruments having the force of law in the India, as they may be issued and in force from time to time.

(b) "Bid" means the technical and the financial proposals submitted by the bidders in response to the tender

(c) "Bidder" means the legally-established professional consulting firm or entity participating in the tender

(d) "CEO" means the Chief Executive Officer of the Smart Kalyan-Dombivli Development Corporation Limited.

(e) "Client" means Chief Executive officer of Smart Kalyan-Dombivli Development Corporation Limited, the implementing agency that signs the Contract for the Services with the selected Consultant.

(f) "Consultant" means a legally-established professional consulting firm or entity selected by the Client to provide the Services under the signed Contract.

(g) "Contract" means the legally binding written agreement signed between the Client and the Consultant and which includes all the attached documents of the Form of Contract (the General Conditions (GCC), the Special Conditions (SCC), and the Appendices.

(h) "Day" means a working day unless indicated otherwise.

(i) "Effective Date" means the date on which this Contract comes into force.

(j) "Personnel" means, collectively, Advisors, on-site team, or any other assigned by the Consultant to perform the Services or any part thereof under the Contract.

(k) "GCC" means these General Conditions of Contract.

(l) "GoM" means the Government of Maharashtra

(m) "GoI" means the Government of India.

(n) "Joint Venture (JV)" means an association with or without a legal personality distinct from that of its members, of more than one entity where one member has the authority to conduct all businesses for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Client for the performance of the Contract.

(o) "Advisor(s)" means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose Curricula Vitae (CV) was taken into account to assess the technical capabilities of the Consultant's proposal.

(p) "Local Currency" means the currency of the Client's country i.e. Indian Rupees

(q) "On-site team" means all the staff provided by the Consultant who are full time deployed to perform the Services or any part thereof based out of site under the Contract.

(r) "Party" means the Client or the Consultant, as the case may be, and "Parties" means both of them.

(s) "Proposal" refers to the technical and financial proposals containing required information as responses to the RFP submitted for the evaluation and further processes

(t) "SCC" means the Special Conditions of Contract by which the GCC may be amended or supplemented but not over-written.

(u) "Services" means the work to be performed by the Consultant pursuant to this Contract, as described in Appendix A hereto.

(v) "Tender' refers to the 'Request for Proposal" document to which the prospective bidders will respond

(w) "Third Party" means any person or entity other than the Government, the Client, and the Consultant.

2.1.2 Compliance with the Tender

Bidders are advised to study this Tender document carefully before participating. If required, Bidders may visit KDMC and study the project already implemented during the official working time before submission of the proposal. It shall be deemed that submission of Tender by the Bidder have been done after their careful study and examination of the Tender document with full understanding of its implications. Tender is to be submitted in compliance with the requirements of the Tender document. Failure to furnish all information as per the formats mentioned in the Tender in every respect will be at the Bidder's risk and may result in the rejection of its proposal. The Bidder must:

i. Comply with the requirements set out within the RFP
ii. Submit all forms as specified
iii. Submit all supporting documents as mentioned in the RFP

2.1.3 Interpretation of the clauses in the Tender

In case of any ambiguity in the interpretation of any of the clauses in Tender Document, interpretation of the clauses by the CEO, SKDCL shall be final and binding on all parties.

2.1.4 Non-transferable Tender

The Tender document purchased through e-Tendering system is not transferable. Only the party, who has purchased the Tender, is entitled to quote.

2.1.5 Rights of the CEO, SKDCL

The Chief Executive Officer (CEO), SKDCL reserves the final rights to suitably increase / reduce the scope of work and other conditions put to this Tender.

2.1.6 Rejection/termination of Tender

This RFP does not constitute any offer by SKDCL. No commitments or implications are made that this Tendering process will result in a business transaction with anyone. CEO, SKDCL reserves the rights to reject any single or all the Tenders without assigning any reasons thereof.

2.1.7 Address of communication

All communication should be addressed to the following officer at the address given below:

Chief Executive Officer
Smart Kalyan-Dombivli Development Corporation Limited (SKDCL),
Kalyan-Dombivli Municipal Corporation, Head Office,
Shankarrao Chowk,
Kalyan (W) - 421301.
e-mail id : - smartkalyandevcorp@gmail.com

2.2 Key requirements of the proposal

2.2.1 Tender Fee

The Bidder has to submit Tender form fee (Non Refundable) as mentioned in the Tender notice. The Bidder shall submit (upload) the Technical and Financial Proposal in electronic formats. Tender Form Fee (Non Refundable) will be accepted through online payment mode only through the payment gateway provided at www.mahatenders.gov.in and the receipt of the same shall be submitted along with technical proposal.

2.2.2 Earnest Money Deposit (EMD)

The Bidders are required to submit Earnest Money Deposit of 5,00,000/- (Rupees Five Lakh Only) and EMD will be accepted in the form of bank guarantee in favour of **Smart Kalyan-Dombivli Development Corporation Limited**, payable at Kalyan. The EMD shall be valid for 180 days from the PDD.

The EMD of unsuccessful Bidder will be returned post signing of the Contract with the successful Bidder. The EMD of the successful Bidder shall be returned on submission of performance security by the successful Bidder to the Client as per terms of this Tender document.

The EMD shall be forfeited by CEO, SKDCL if

I.   Bidder withdraws the bid during the evaluation period
II. Successful Bidder fails to accept Letter of Acceptance (LOA)
III. Successful Bidder fails to submit the performance security or any other non-compliance as per the provisions of contract document.

2.2.3 Hand Written Documents, deletion or alterations

The Bids containing erasures or alterations will not be considered. There should be no handwritten material, corrections or alterations in the offer. Technical details must be completely filled up. Correct technical information of the product being offered must be filled in. Filling up of the information using terms such as "OK", "accepted", "noted", "as given in brochure/manual" is not acceptable. The CEO, SKDCL may treat offers not adhering to these guidelines as unacceptable and may be subjected to rejection.

2.2.4 E-Tendering system

The blank Tender forms are available at www.mahatenders.gov.in. The procedure for purchasing the blank Tender form is as follows.

- Bidders who wish to participate in the bidding process must register on the website http://mahatenders.gov.in/nicgep/app. Bidder, whose registration is valid, may please ignore this step. At the time of enrolment, the information required for enrolment should be filled. After enrolment the Bidder will get his user name and password on his mail Id. All the Bidders registered in appropriate class and willing to participate in e-Tendering process shall enrol their name/ Firm on the e- Tendering portal for download of Tender documents etc.
- To participate in the online Tendering process, the Bidders must procure Digital Signature Certificates (DSC: class II or class III) obtained from any Certifying Authorities in accordance with the IT Act 2000. Bidders who already have a valid DSC need not procure a new DSC. In

case of requirement of DSC, interested Bidders should go to http://mahatenders.gov.in and follow the procedure mentioned in the document 'Procedure for application of Digital Certificate'.

- A digital signature is required for purchasing and submission of Tender form. Queries regarding digital signature can be solved through help mode, Bidder can contact Help Line No. 1800 233 7315
- Tender form, conditions of contract, specifications can be downloaded from the e-Tendering portal of Government of Maharashtra i.e. "http://mahatenders.gov.in "
- The Bidder has to submit Earnest Money Deposit in the form of Bank Guarantee and Tender form fee (Non Refundable) for this work by making payment online as per the Tender Schedule.
- The Bidder shall submit the offer in Electronic formats both for technical and commercial proposals.
- The Bidder has to submit the technical and financial proposal online only.
- Tender is to be submitted as per enclosed "Tender Form format" only.
- Attach the certificates, brochures & other documents asked for in the Tender. The Bidder may obtain the necessary information on the process of enrolment and empanelment either from Helpdesk Support Team or may visit the information published under the link Enroll under the section E-Tendering toolkit for Bidder on the Home Page of the Electronic Tendering System.
- For any other queries, Bidder can contact Help Line No. 1800 233 7315

The procedure for application of a digital signature certificate will remain the same for the new authorized certificate. The same procedure holds true for the Authorized Users in a Private / Public Limited Company. In this case, the authorization certificate will have to be signed by the Director of the Company or the Reporting Authority of the Bidder. To operate on the electronic tendering system of Maharashtra, the computer system of the Bidders is required be set up. The Bidders are required to install utilities available under the section mandatory installation components on the Home Page of the System. The utilities are available for download freely from the above mentioned section. The Bidders are requested to refer to the 'e-Tendering Toolkit for Bidders' available online on the Home Page to understand the process of setting up the system, or alternatively, 'contact the Helpdesk Support Team on information / guidance on the process of setting up the System. The Bidders are advised to have adequate time buffer to upload the documents online to avoid technical difficulties.

2.3   Pre-bid meeting

A pre-bid meeting shall be held on the date as specified in the 'Tender Notice'. The prospective Bidders are requested to refer the Tender document and may also visit Kalyan-Dombivli Municipal Corporation to understand their existing IT operations and systems, concerning with infrastructure services and e-governance in order to raise their concerns/ queries or suggest during the pre-bid meeting.

2.3.1 Submission of pre-bid queries

All the pre-bid queries needs to reach SKDCL office or to be e-mailed on smartkalyandevcorp@gmail.com on or before the deadline as specified in 'Tender Notice'. SKDCL does not have any liability to respond to any queries reaching after the deadline. The Bidders are requested to submit the pre-bid queries in the following format:

SI. No.	RFP reference (Clause and page number)	Content of the RFP requiring clarification	Points of clarification

2.3.2 Responses to the pre-bid queries

Post pre-bid meeting SKDCL shall prepare the responses to the queries or clarification sought for by the Bidders. Responding to the queries is the discretion of SKDCL and the responses will be sent to

the Bidders/ uploaded in the website of SKDCL. Corrigendum shall be issued as per the requirements. The corrigendum will be uploaded in the same location as of the Tender document.

2.4 Submission of proposal

2.4.1 Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its Tender and SKDCL will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

2.4.2 Number of proposals

No Bidder or its associate shall submit more than one bid for the Services. A Bidder submitting proposal individually or as an associate shall not be entitled to submit another bid either individually or as a member of any consortium, as the case may be.

2.4.3 Two bid Tender

The technical Proposal (under Envelope-1 folder) and financial Proposal (under Envelope-2 folder) are to be submitted in electronic format only on the specified location of e-portal as mentioned in the clause 2.2.4 and 2.4.7. The technical and financial Proposals should be separately uploaded on the portal.

2.4.4 Bid Validity

The Bid should hold valid for a period of 120 (one hundred and twenty) days from the date of the opening of Technical Proposal (Envelope-1).

2.4.5 Language

The Bid should be filled by the Bidder in English language only.

2.4.6 Consortium/ sub-contract

No consortium shall be allowed for this proposal. The responsibility and accountability of timely submissions and quality output remain with the Bidder.

2.4.7 Instructions for technical Proposal submission

- Technical Proposal should contain all the Technical Information as mentioned in the RFP and other relevant documents supporting the claims, are to be submitted by uploading, which are scanned, or in PDF format.
- This technical information shall be used for evaluation of Technical Qualification of the Bidder.
- The supporting documents are to be scanned and submitted along with Technical Proposal. These documents will be verified at time opening of Technical Proposal.
- Please note that Technical Proposal should not contain any price information, if Technical Proposal is found to contain Financial Proposal then that Bid will be rejected outright.
- Format for Technical Proposal: Technical Proposal containing the required documents as mentioned in 2.4.8, to be submitted by uploading the required documents as demanded in the Tender document, which are scanned, or in PDF format. The documents will be verified with the originals at the time of opening of bid.

2.4.8 Contents of Technical Proposal (Envelope-1):

List of documents to be uploaded in support of the Technical Proposal is provided below. Any other documents asked in this Tender and Eligibility Criteria should also be uploaded by Bidder.

i.   Registration of Company (ROC)/ Certificate of incorporation
ii.   ISO 9001 and ISO 27001 Certification as mentioned in the Tender (as per the latest revisions)
iii. Certificate from Chartered Accountant (CA) for Turnover and audited balance sheets for last three financial years
iv.   Self-certification from the bidder declaring that the bidder's organisation has not been blacklisted/ banned/ suspended be any government or semi-government organization / PSUs in India in last three years before PDD as per Annexure B.3- Anti-blacklisting declaration
v.   PAN Card
vi.   GST number and relevant documentation
vii. Covering letter for submission of Bid as per format given in Annexure B.1- Cover letter for submission
viii. 'Power of Attorney' from the Bidder's authorized signatory in favour of person signing the bid on stamp paper as per the format given in Annexure B.2- Format of 'Power of Attorney'
ix.   List of Past Experience, as per Annexure B.4- Past experience of the Bidder (Along with copy of work order / Agreement / Completion Certificate from appropriate authority as required by the Tender document)
x.   Description of approach and methodology and detailed work schedule as per the format given in Annexure B.5- Approach, methodology and detailed work schedule
xi.   Team composition, roles and responsibilities as per format given in Annexure B.6- Team composition, roles and responsibilities
xii. Curriculum vitae of proposed experts (key experts and on-site team) as per Annexure B.7- Format of curriculum vitae and relevant certificates.
xiii. Bank Guarantee

2.4.9 Contents of Financial Proposal (Envelope-2):

1. Should contain Financial Proposal (as prescribed under Annexure C: Financial Proposal) giving all relevant price information (in INR only).
2. Format for Financial Proposal: The Financial Proposal must not contradict the technical offer in any way. The suggested format for submission of financial offer is as follows:
   a. Covering letter as per Annexure C.1 – Cover letter for submission of financial proposal
   b. Financial Proposal (as per Financial Proposal Format) should be in Indian currency only and to be submitted as per Annexure C.2- Format of financial proposal submission. The Financial Proposal shall be inclusive of all applicable taxes.

2.4.10   Signing of Tender

The Technical and Financial Proposals shall be signed by the Bidder or a person or persons duly authorized by the Bidder's organization. Such authorization shall be indicated through the 'Power of Attorney' submitted along with the Proposal.

2.4.11   Clarification of offers / proposal

To assist in the scrutiny, evaluation and comparison of offers, SKDCL may, at its discretion, ask some or all Bidders for technical clarification of their offer. The request for such clarifications and the response shall be in writing. To speed up the Tender process, SKDCL, at its discretion, may ask for any technical clarification to be submitted by e-mails by the Bidder. In such cases, original copy of the document describing the technical clarifications must be sent to the office of SKDCL by means of courier / in person as mentioned in clause 2.1.7.

2.5   Opening & evaluation of Tenders

2.5.1 Tender opening

The Tenders received before the time & date specified will be opened as per the specified program in the office as mentioned in the Tender notice. The Tenders will be opened in the presence of Bidders or their authorized representatives, who choose to remain present on the opening day at the scheduled time as mentioned in the 'Tender Notice'.

2.5.2 Evaluation of bids

The evaluation of bids shall follow Three (03) stages of evaluation process namely (i) Eligibility evaluation, (ii) Technical Proposal evaluation and (ii) Financial Proposal evaluation. The detailed Tender evaluation process and marking table to be followed is as mentioned in this Tender document.

The Technical Proposal shall have a weightage of 80% in the overall evaluation of the Bid and the financial Proposal shall have a weightage of 20% in the overall evaluation.

2.5.3 Confidentiality

Information relating to the examination, clarification, evaluation and comparison of bids and the award of a Contract shall not be disclosed to Bidders or any other Person not officially concerned with such process until the award to the successful Bidder has been announced.

Further, successful Bidder will have to maintain strict privacy and confidentiality of all the data it/its staff gets access to. Adequate provisions to be made by the successful Bidder to ensure that no unrestricted access to the data to people in the organization is allowed who have not got necessary permissions.

2.5.4 Conditional offers by the Bidder

The Bidder should abide by the terms and conditions specified in the Tender document. If any Bidder submits conditional proposal, the bid will be liable for outright rejection.

2.5.5 Commitment on Tender

CEO, SKDCL shall be under no obligation to accept the lowest or any other offer received in response to this Tender notice and shall be entitled to reject any or all offers including those received late or incomplete offers without assigning any reason whatsoever.

2.5.6 Intimation to successful Bidder

The acceptance of proposal/bid may be communicated to the successful Bidder in writing or otherwise either by the Tender opening authority or any competent authority in SKDCL.

2.5.7 Signing of Contract

Once SKDCL notifies the successful Bidder that its Bid has been accepted, SKDCL shall enter into a separate Contract, incorporating all agreements (to be discussed and agreed upon separately) between SKDCL and the successful Bidder.

2.6   Other compliance and deviations

2.6.1 Conflict of interest

The Consultant shall hold the Client's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests. Consultant and Affiliates not to be otherwise interested in the Project.

 Under the clause, the consultant

a. Should not take any benefit from the commissions, discounts which might be received during the execution of the project. Furthermore, if the Consultant, as part of the Services, has the responsibility of advising the Client on the procurement of goods, works or services, the Consultant shall comply with the Applicable Guidelines, and shall at all times exercise such responsibility in the best interest of the Client. Any discounts or commissions obtained by the Consultant in the exercise of such procurement responsibility shall be for the account of the Client.
b. The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or non-consulting services resulting from or directly related to the Consultant's Services for the preparation or implementation of the project
c. The Consultant shall not engage, and shall cause its Personnel not to engage, either directly or indirectly, in any business or professional activities that would conflict with the activities assigned to them under this Contract
d. The Consultant has an obligation and shall ensure that its Personnel shall have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract

2.6.2 EPF Registration

As per Employee Provident Fund & Miscellaneous Provisions Act, 1952 Tender should have to produce EFP Registration copy. During execution of work, Consultant should maintain Employee payment register and should follow the rules mentioned in Act. Said documents should be submitted on each bill.

2.6.3 Location of Support

The Consultant should deploy on-site manpower during the period of Service at office of SKDCL within the jurisdiction of KDMC. The manpower deployed will be working as per the official timings of SKDCL. The manpower under support may have to work on holidays in case of emergency and as per requirement of SKDCL.

2.6.4 Indemnity

The Consultant shall indemnify, protect and save SKDCL against all claims, losses, costs, damages, expenses, action suits and other proceeding, resulting from infringement of any patent, trademarks, copyrights etc. or such other statutory infringements in respect of the services rendered by him. The Consultant shall, subject to the provisions of the Contract, indemnify the Client for an amount not exceeding the value of the Contract for any direct loss or damage that is caused due to any deficiency in services.

2.6.5 Substitution of Personnel

The Client expects all the Personnel specified in the Tender/ proposal to be available during implementation of the Contract. Such substitution shall be limited to not more than three Advisors subject to equally or better qualified and experienced personnel being provided to the satisfaction of the Client. However, till the roll-out of all systems as envisaged under the 'pan city solution' by master system integrator, no on-site personnel can be replaced. Any replacement till the time shall incur penalty of 1% of the total Contract Value. Post roll-out, up to two replacements can be done with equivalent or more experienced personnel to the Client's satisfaction without any penalty. However, every replacement of more than two personnel without the consent from SKDCL shall incur a penalty of 0.5% of the Contract Value.

2.6.6 Proprietary data

The Client will not return any proposal or any information related thereto. All plans, drawings, specifications, designs, reports and other documents (collectively referred to as "**Consultancy Documents**") prepared by the Consultant (or by the Sub-Consultants or any Third Party) in performing the Services under the Contract shall become and remain the property of the Client, and all intellectual property rights in such Consultancy Documents shall vest with the Client. Any Consultancy Document, of which the ownership or the intellectual property rights do not vest with the Client under law, shall automatically stand assigned to the Client as and when such Consultancy Document is created and the Consultant agrees to execute all papers and to perform such other acts as the Client may deem necessary to secure its rights herein assigned by the Consultant.

The Consultant shall, not later than termination or expiration of this Contract, deliver all Consultancy Documents to the Client, together with a detailed inventory thereof. The Consultant may retain a copy of such Consultancy Documents. The Consultant, its Sub-Consultants or a Third Party shall not use these Consultancy Documents for purposes unrelated to this Contract without the prior written approval of the Client.

The Consultant shall hold the Client harmless and indemnified for any losses, claims, damages, expenses (including all legal expenses), awards, penalties or injuries (collectively referred to as 'Claims') which may arise from or due to any unauthorised use of such Consultancy Documents, or due to any breach or failure on part of the Consultant or its Sub-Consultants or a Third Party to perform any of its duties or obligations in relation to securing the aforementioned rights of the Client.

The Consultant needs to provide prior intimation to the client in case of proprietary software or licences are to be procured. The Client shall have complete ownership of such assets.

3 Tendering process and evaluation

3.1 Eligibility criteria

This section provides the mandatory requirements for the Bidder (s) to qualify for technical bid evaluation. The eligibity criteria includes:

Sl.No	Eligibility criteria	Supporting documents
1	The Bidder should be registered company in India under Companies Act, 1956/2013	Copy of certificate of incorporation
2	The Bidder should not have been blacklisted or debarred by government/ semi-government/PSU entities in last three financial years before PDD	Self-certification by authorised signatory
3	The Bidder should have ISO 9000/9001 and ISO 27001 certifications (as per latest year of revisions)	Copy of certificates
4	The Bidder should have received a minimum of Rs. 25 crore of revenue in each of the last three financial years (2014-15. 2015-16, and 2016-17) from ICT consultancy fees. Revenue from fees received by any parent, subsidiary, associated or other related entity will not be considered.	Certificates from statutory auditor, audited balance sheets, copy of PAN, GST details and other relevant documents
5	Should have experience of at least one completed ICT consultancy project in any city with million plus population in India worth more than Rs. 1 crore in last five years before PDD	Work order and completion certificate from the Client
6	Should have completed, within last five years before PDD, design and preparation of DPR for projects where the designed solutions have been implemented and operational for at least six months in India. ○ Designing and preparing DPR for multiple system integration or a complete ERP solution for urban local bodies or state government where the assignment fee was Rs. 1 crore. ○ Designing and preparing DPR for at least one data centre or command and control room for urban services for real time monitoring or surveillance command centre for government/semi-government/PSU/private entities in India	Work order and completion certificate from the Client and/or other relevant documentation in support of the claim

3.2 Tender evaluation

Tender evaluation shall be carried out in three stages, first being the eligibility check. Further to this:

a) Technical Proposal will be evaluated for the eligible Bidders only;
b) The Technical Proposal shall have a weightage of 80% in the overall evaluation of the bid and the financial bid shall have a weightage of 20% in the overall evaluation.

3.3   Technical Evaluation

SKDCL will do initial scrutiny of all Tender proposals received from all Bidders and will determine the substantial responsiveness of each proposal in terms of whether any errors have been made, whether requisite Tender fee & EMD is submitted, whether required documents for eligibility have been furnished, whether the other documents have been duly signed, and whether the offers are generally in order.

For purposes of this clause, a substantially responsive bid is one that conforms to all the terms and conditions of the Tender document without deviations. The SKDCL's determination of a proposal's responsiveness is to be based on the contents of the proposal itself without recourse to extrinsic evidence.

In the technical evaluation, the Bidder's proposal will be marked out of 100 based on the following criteria:

Criteria	Details	Marks	Supporting documents
Firm's experience	Relevant experience (As elaborated in section 3.3.1)	30	Work order, scope of work and completion certificates from respective clients
Approach and methodology	Technical approach and methodology and presentation (Details are provided in section 3.3.2)	15	Technical proposal
Personnel capability	Advisors (To be involved as per requirements)- No marking On-site team (continuous support for development, deployment, and O&M)- 55	55	Curriculum vitae and copies of relevant certificates

The following sections elaborate on the criteria mentioned in the table above.

3.3.1 Firm's experience

Sl. No.	Criteria	Marking parameters	Maximum marks
1	Domain expertise and project management consultancy	DPR Preparation and project management consultancy for at least 1 year continuously in any of projects listed in clause 2.a to 2.j below, provided to government or semi-government bodies: a. For at least two completed projects - 5 marks b. 3 or more completed projects - 10 marks	10
2	Relevant projects experience	For an urban local body or a state government, completed the preparation of DPR and operationalized the designed solution for at least six months on the following types of projects:	

(Minimum qualifying marks in this criteria is 12)	a.	Designing and deployment of e-governance system	2
	b.	Development and deployment of mobile application with operational payment gateways	2
	c.	Metering and design, development and deployment of billing system for any utility (water, electricity, gas etc.)	2
	d.	Installation and operations of SCADA and PLCs	2
	e.	Procurement, installation and deployment of GPS, vehicle tracking system	2
	f.	Designing and deployment of parking management system	2
	g.	Design, develop, deployment and operationalization of control room for CCTV camera	2
	h.	Deployment and operations of signals and traffic management system	2
	i.	GIS utility mapping and database management	2
	j.	Establishment and operationalization of data centre	2

3.3.2 Approach and methodology

The approach and methodology along with a detailed work plan and organisation and staffing have to be presented in the Technical Proposal. The approach, methodology and work plan submitted as a part of Technical Proposal shall carry 10 marks and the presentation shall carry 5 marks.

The Bidders shall present to the expert panel and the presentation shall consist of:

- Understanding of the ToR and inter-linkages of various components of the solution;
- Approach and methodology of assignment execution;
- Innovation proposed in the solution (cost or functional efficiency);
- Key challenges in such projects and proposals to overcome them based on prior experience of working in international smart cities.

3.3.3 Personnel capabilities

The Bidder shall provide details on the structure and composition of the team, including the list of advisors, on-site team and relevant technical and administrative support staff and their deployment in various project phases.

Following is the minimum requirements and the Bidder shall be evaluated on the basis of the curriculum vitae submitted in the technical proposal. All the requirements need to be met in order to obtain the marks assigned.

On-site team (full time deployment)

All the positions are mandatory and the curriculum vitae of on-site team shall carry 55 marks. The bidder needs to score at least 35 in this criteria.

Designation	Minimum years of post qualification experience	Educational qualification	Experience	On-site requirements (No of personnel)		Marks
				0-3 months	48 months[1]	
Team leader	12	B.E/ B.Tech in IT or computer science /MCA	Experience in a leadership position, of integrating multiple systems, setting up data centre and control room, and handling multiple stakeholders, managing and monitoring projects implementation, software development etc. and leading teams on-site	1	1	10
Manager- ICT Infrastructure	7	B.E/ B.Tech in IT or computer science /MCA	Assessment and procurement of hardware infrastructure, setting up data centre, cloud hosting	2	1	12
Technology/ cloud Expert	5	B.E/ B.Tech in IT or computer science /MCA or equivalent	Experience of designing on solution architecture, designing DC/DR, enterprise architecture	2	1	10
Solution architect	5	B.E/ B.Tech in IT or computer science /MCA or equivalent	Experience of working in multiple systems integration, designing and implementation of 'Internet of Things (IoT)'	1	1	5

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[1] *Commencing from the date of issue of work order to master system integrator*

Engineer/ programmer for e-governance, m-governance and urban infrastructure	7	B.E/ B.Tech in IT or computer science /MCA or equivalent	Experience of designing ERP system architecture, preparation of DPRs for e-governance and m-governance systems, and management support	2	2	10
Engineer/ programmer for transportation, safety and surveillance	5	B.E/ B.Tech in IT or computer science /MCA or equivalent	Experience in designing and implementation of signalling, CCTV camera, VTMS, parking management solutions etc.	2	1	8

Curriculum vitae of the personnel shall be evaluated and scored on the basis of following criteria. The scores shall be rounded off up to two digits after decimal.

- Experience of working on relevant/ similar assignments- 70% of the assigned marks (upto two assignments- 30%, two to five assignments-50% and more than five assignments- 70% of the assigned marks for relevant assignments)
- Experience of working on assignments which are shown under firm's experience in clause 3.3.1- 30% of the assigned marks

Apart from the above listed personnel in the On-site team, the Bidder shall also provide the following advisors and deploy these advisors intermittently as required by SKDCL.

Designation	Minimum years of experience	Educational qualification	Experience
Advisors (intermittent inputs)			
ICT Advisor	15	B.E/ B.Tech/MCA and MBA	Experience of leading teams as a part of senior management for multiple systems integration, setting up data centre and control room, and handling multiple stakeholders, team leading
Project manager-ICT infrastructure	12	B.E/ B.Tech in IT or computer science /MCA	Management, procurement, installation of hardware, development of application, managing servers and storages
Project manager-Transport	12	B.E/ B.Tech /MCA	Procurement, installation and management of synchronised signals, CCTV camera, parking meters, GPS based vehicle tracking and relevant application development for monitoring
Project manager-Municipal Services, e-governance and m-governance	12	B.E/ B.Tech/MCA and MBA	Procurement, installation, operationalization and management of various instruments (pertaining to urban services including water supply, sewerage), GPS based vehicle

			tracking, development of e-governance and m-governance applications
GIS Expert	8	M.Tech/ M.Sc in Geo-informatics	Mapping of utilities, and related data analysis for cities or urban areas with million plus population
IT Security and audit expert	10	B.E/ B.Tech in IT or computer science /MCA	Experience in managing datacentre security (organization wide operations), disaster recovery
Database expert	10	B.E/ B.Tech in IT or computer science /MCA	Experience of working in multiple systems integration, data analysis, SQL or Non-SQL database management, business process modelling etc.
Data analyst	7	B.E/ B.Tech in IT or computer science or any other relevant qualification	Experience of working in big data, data analytics, data mining etc.
Data centre expert	5	B.E/ B.Tech in IT or computer science /MCA	Experience of cloud hosting, management of DC/DR, setting up of on-premise server
Electrical Expert	7	B.E/ B.Tech (Electrical) or equivalent	Experience of energy audit, establishment of network connectivity

SKDCL reserves the rights for verification of documents / seek documents from Bidders, if required during evaluation of Tender. Bidders should support and provide the required document, if any asked during Tender evaluation process.

Bidders, whose bids are responsive and score minimum 70 marks or above in technical evaluation would be considered as technically qualified for opening of financial bid.

Please note that the scores awarded by the Tender evaluation committee will be final & binding on all parties.

3.4   Financial bid evaluation

The financial bids of only technically successful Bidders as mentioned above will be opened. SKDCL is not bound to select the Bidder on the basis of lowest cost.

a) The Bidder with lowest financial quote (L1) will be awarded 100% financial scores.

b) For other Bidders their commercial scores will be evaluated using the following Formula:

Financial Score (C) = 100 X {Lowest financial quote (L1)/ Financial quote of the Bidder}.

3.5   Selection of Bidder

The composite score is a weighted average of the Technical and Financial Scores. The weightages of the Technical and the Financial score is 80% and 20% respectively. The Final score (F) will be derived using following formula:

F = T * 0.80+C* 0.20 [T being the Technical Score]

Thus, the Final score shall be out of a maximum of 100 marks.

3.6   Negotiation and contract finalization

The Tender committee reserves the right to negotiate the Financial Proposal (including the transaction charges) and terms & conditions of the contract with the Bidder whose proposal has been ranked first by the committee on the basis of best value mechanism. If SKDCL is unable to finalize a service Contract with the Bidder ranked first, SKDCL may proceed to the next ranked Bidder, and so on until a contract is finalized.

3.7   Award of contract

3.7.1 Award Criteria

After evaluation of the proposals and subsequent negotiations, a contract will be awarded to the most responsive Bidder, whose proposal conforms to the RFP and is, in the opinion of SKDCL, the most advantageous and represents the best value to the project, price and other factors considered.

3.7.2 Notification of Award

Prior to expiry of the validity period, SKDCL will notify in writing that the successful Bidder's proposal has been accepted. Upon the successful Bidder's furnishing of a Performance Bank Guarantee, the contract signing process will commence. In case the successful Bidder is unable to furnish the Performance Bank Guarantee within stipulated time and as per the contract conditions, SKDCL may invite the Bidder which secures second rank in order of the total score of evaluation.

3.7.3 Performance Security

The Consultant shall at its own expense deposit with SKDCL, within fifteen (15) working days of the date of notice of award of the contract, an unconditional Performance Security in the form of a bank guarantee from a scheduled or nationalized bank acceptable to SKDCL, payable on demand, for the due performance and fulfilment of the contract by the Bidder.

The Performance Security will be of 2% of the work order value. All incidental charges whatsoever such as premium, commission etc. with respect to the Performance Security shall be borne by the Bidder. The PBG shall be valid till six months after completion of contract period.

In the event of the Consultant being unable to provide Services as per the Contract for whatever reason, SKDCL would have the right to invoke the Performance Security. Notwithstanding and without prejudice to any rights whatsoever of SKDCL under the Contract in the matter, the proceeds of the Performance Security shall be payable to SKDCL as compensation for the Bidder's failure to perform/comply with its obligations under the Contract. SKDCL shall notify the Consultant in writing of the exercise of its right to receive such compensation within 14 days, indicating the contractual obligation(s) for which the Consultant is in default.

SKDCL shall also be entitled to make recoveries from the Consultant's invoice, Performance Security, or from any other amount due to him, the equivalent value of any payment made to him due to inadvertence, error, collusion, misconstruction or misstatement or any other.

4 Scope of Work

Smart Kalyan-Dombivli Corporation Limited (SKDCL) intends to appoint a consultant for the preparation of detailed project report (DPR) for complete pan city solution as proposed under Smart City Plan of KDMC and provide support to SKDCL by managing and monitoring the implementation of the ICT solutions. The final output of the pan city solution is to establish 'City Services Management Centre (CSMC)' to measure, monitor and regulate the basic urban services such as water supply, sewerage, solid waste management; improving the transparency and responsiveness in the interactions with citizen; and overall improvement in mobility management, safety and surveillance.

The smart city proposal of Kalyan-Dombivli is available on official website of Smart Cities[2] for reference. Through this Tender SKDCL intends to prepare detailed project report for the entire solution which is to be implemented by a master system integrator at a later phase. The consultant, under this assignment, is expected to carry out a detailed assessment of the existing systems, assess the gaps and based on the analysis need to propose instrumentations and systems requirements. Based on the identified components, the consultant needs to prepare detailed technical specifications, bills of materials and rate analysis. The consultant is expected to provide technical support to SKDCL in preparation of the Request for Proposal document and preparation of responses for the technical queries for the appointment of 'Master System Integrator (MSI)' for the implementation of the pan city solution. Post appointment of MSI, the consultant shall provide management support to SKDCL and monitor the entire execution, and ensure compliance with service level agreements.

The solution is envisaged to be a web based integrated solution and act as data repository for the corporation. The 'City Services Management Centre (CSMC)' would be integration of

1. Improved e-governance and m-governance modules;
2. Performance monitoring system for the basic urban services;
3. Integrated mobility management, safety and street lighting;
4. 24X7 call centre for complaints registration and redressal management;

Following is a detailed account of features and expected outputs of these components:

1. **E-governance/ m-governance**- the platform needs to facilitate the interaction of the government and citizen, and facilitate the day to day operations of the corporation. KDMC already has an e-governance application (KDNet) which needs to be upgraded/replaced with a bespoke solution where all the departments shall have different modules. The database of the departments where multiple approvals are involved need to be integrated to reduce the processing time and improve the "ease of doing business" indicators. The key features that are expected under this components include:
   a. Digitalization of operations, thereby reducing data retrieval time, facilitating easy monitoring and management of various operations of KDMC
   b. Role based user access (department wise or function wise) simplifying the day-to-day operations of the officials
   c. Integrated database which will facilitate the tracking of files, faster approvals/ sanctions, reduce time to attend the issues logged in by the citizen
   d. Comprehensive and exhaustive database in order to generate reports on each operation the departments are performing

The application needs to be deployed through multiple interface- web-based application and mobile application. Mobile applications are to be developed utilising data of the e-governance application which further will have two interfaces- for the citizen and for the officials. All departments should form part of the application and common functions like file tracking, accounts, establishment details/ HR should form part of the e-governance application.

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[2] *Please refer: http://smartcities.gov.in/upload/uploadfiles/files/Kalyan_Dombivali_SCP.pdf*

2. **Performance monitoring system for urban services**- this will be constituted of water supply, sewerage and solid waste management modules[3]. The modules are envisaged to be data repository for those services, provide facilities for digitalization of data, need to be provisioned for integration of various data sources, and expected to generate need-based reports for monitoring, management and regulate the operations. The MIS aims to eliminate data discrepancies and efforts of collating data for various operation from different locations. MIS shall have centralized web based architecture with a provision for access at various KDMC locations. Following is the description of the modules:

Module	Components and outputs description
Water supply	- **SCADA b**ased assessment of raw water sourcing, transmission and treatment which include pressure variation, discharge fluctuation, assessment of functionality of pumps and other apparatus - **Bulk flow meters and pressure recording** apparatus to assess flow, discharge, leakage and water losses throughout the water supply network - **Universal metering and water billing system** to create a comprehensive consumers database, facilitate actual consumption based timely demand generation, scheduling meter testing, assessment of functionality of meters, compliance with billing cycle, timely delivery of bills, collections efficiency of charges, debtors profile analysis
Sewerage	- **SCADA** based assessment and reporting of sewage collection, seasonal variation in the sewage collection, efficiency of sewage collection, pumping adequacy, functionality of pumps and apparatus
Solid waste management	- **Vehicle tracking and monitoring system** (VTMS) for real time tracking of the solid waste collection vehicles, Compliance with the planned routes, facilitate vehicle optimization and route optimisation though travel time assessment - **RFID tagging of bins and reader to** centrally monitor the collection of wastes from the designated bins, intimations/ proactive alerts for non-removal of waste - **Waste collection and disposal** are to be assessed through installation of weighbridges and facilitate assessment of route wise collection of waste, adequacy of treatment capacity, reporting of processing and disposal, functioning of bio-methanation plants and other processing units

3. **Integrated mobility management, safety and street lighting**- this will include city wide traffic management, intelligent signalling, parking modules to monitor and regulate the parking slots real-time, dashboards and screens for performance monitoring of KDMTU bus services, passenger information system etc. The traffic and mobility management are to be clubbed with city wide LED streetlights monitoring and city wide CCTV camera surveillance.

Module	Components and outputs description
Intelligent Traffic Management System (ITMS)	- **Automatic signalling management** by analysis real-time traffic volume, traffic loads on the connecting avenues and provisions of decision support system to regulate the signals

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[3] *The consultant may propose separate database and integrating these databases in the existing portal or the proposal could be of completely new e-governance application integrating various databases of the departments and other functions of corporation. Based on the assessment further decisions are to be taken.*

	- **Incident management system** to reduce incidence frequency, improved response time in clearing by integrating real time traffic volume camera feed, violations, emergency call box etc. Inter-departmental and inter-institutional signal/ alerts generation for prompt responses - **Traffic rule violation** i.e. speed and signals and facilitate issuance of e-challan to the registered vehicles by interlinking traffic signal operation, RTO database, CCTV camera feeds. - **Variable message boards** to disseminate real time traffic laod information on all the arterial roads and at the major junctions of the city
Fleet management	- **Location tracking system** to be assessed through the GPS mounted on KDMTU buses and synchronising it with the **passenger information system** (PIS) for the citizen to locate availability of KDMTU buses; - **E-ticketing system** facilitating database creation of bus, drivers, ridership, fare collection, trip length; further linking it to **location tracking system** to optimise the bus routes, assessment of vehicle and decision support for route redesigning - **Depot management system** for assessment of route wise and vehicle wise fuel consumption, workshop & store management, vehicle repairs and related management - **Mobile application** for the citizen utilizing data from location tracking system to provide information on arrival of next KDMTU buses, bus routes, required modal shift to reach destination
Parking management	- Parking management system to facilitate monitoring and management parking slots through dissemination of real-time information on availability, location of parking slots; - Sensor based monitoring of incoming and out-going vehicles to reduce revenue leakages - Integration with payment gateways to reduce cash handling
CCTV surveillance	- One-point integrated analysis of video feeds from all-over the city to show operational status of CCTV cameras, event-triggered alarms, digital zooming and analytics of deviations, automatic shooting of alerts to all departments in case of incidences
LED street lighting	- Monitoring energy consumption, functionality of the LED street lights, monitoring repairs and maintenance status

4. **Grievance redressal system:** a centralised call centre needs to be established for registration of complaints. The departmental database need to be integrated with the call centre database in order to forward the complaints to the respective departments within no time. The grievance redressal system should also incorporate feedback mechanism. The system should be compatible to analyse text, image and video feeds. The system needs to be provisioned for automatic allocation of responsibilities and escalation of incidences in case of non-compliance.

All the interfaces individually need to be made available through LAN/ WAN/ data card and therefore the Graphical User Interface should consume minimum bandwidth. Also, integrations amongst various modules need to be achieved in a meaningful manner. All these applications and systems are to be made meaningfully available through mobile applications. The consultant is expected to follow the 'office memorandum (OM)' and 'advisory notes' that are being circulated by Ministry of Housing and Urban Affair (MoHUA) and abide by the security[4] and quality control measures.

All the aforementioned modules need to be integrated and different access rights are to be defined for various systems. Data and information of all the systems need to be projected at the City Services Management Centre (CSMC), the centralized command and control centre of KDMC. Through this

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[4] *Please refer*: http://smartcities.gov.in/upload/advisiory/58aad03131232Advisory-7.pdf

Tender SKDCL aims to implement the entire pan city solution under the smart city mission guidelines. Hence, the appointed consultant is envisaged to provide all necessary services aligning with the SCM framework.

The consultancy service is to be executed in two phases: (A) Strategy roadmap and DPR preparation and (B) Project management consultancy. The following sections provide details of the services to be provided.

Elements of Scope of Work

The selected Consultant shall undertake a detailed assessment of existing IT systems. And based on this baseline assessment and on the pan city proposal, develop and define use-cases based on cost-benefit analyses for each of the individual interventions in the system.

The Consultant shall develop an optimum and sustainable detailed system architecture and a DPR for the implementation of the pan city component as proposed in KDMC SCP. The design of the system should consider the O&M implications, revenue generation potential, future expansion and ability to adopt to additional modules and should be in compliance with the Smart City Guidelines issued by MoHUA, MOUD and other relevant authorities from time to time. The stages of development of the pan city solution includes:

1. **Baseline assessment**
   - The selected consultant has to undertake a thorough analysis of the existing e-gov application KDNET and other systems which KDMC is already utilizing.
   - All the departments of the corporation needs to be consulted and operations of the service departments are to be understood and documented. SKDCL/KDMC shall provide necessary support to the consultant to facilitate the consultations and provide with the required information
   - Conduct detailed discussions with the IT department of KDMC and the existing vendor i.e. ABM Knowledgeware Pvt. Ltd. to understand the technical specifications (platform, versions, database size etc.) of the existing application.
   - Document all the technical specifications and obtain approval from respective departments on the correctness of the documentation
   - Consultation needs to be carried out with the user departments and other stakeholders to understand their requirements, existing issues in utilizing the current application, suggestions for improvements, and also the future proposals (if any)
   - Existing ICT infrastructure needs to be assessed which is inclusive of but not limited to hardware, software, platform licences, connectivity of different KDMC offices, bandwidth availability etc.
   - Other than the existing systems, the consultant needs to undertake an energy audit of the existing streetlights which is inclusive of lighting fixture, poles, arms, electrical wiring, and current energy consumption or study the latest energy audit report of KDMC, assess the progress of implementation of LED streetlights in order to ensure integration of streetlights monitoring system etc.
   - The consultant also needs to study the CCTV DPR and the vehicle tracking and monitoring system of KDMC and other legacy systems that KDMC is utilizing or where the DPRs have been prepared. The consultant needs to assess the adequacy and also take these systems into consideration to design the DPR for pan city solution
   - The ICT Consultant is expected to evaluate the suitability and use of Maharashtra Government infrastructure for this project and make appropriate recommendations with rationale, which will include cost considerations e.g. Maharashtra State Data Centre (SDC)
   - Based on the documentation of the existing systems/applications, its functionalities a detailed gap analysis has to be prepared

Output: As-is report incorporating all technical and functional specifications for all the department of KDMC and other identified stakeholders such as Commissioner of Police, Traffic Police, RTO. The

document needs to cover a detailed assessment of existing IT and supporting non-IT infrastructure of KDMC and other stakeholders.

2. DPR preparation

Based on the documentation of the existing systems/applications, its functionalities a detailed gap analysis has to be prepared; indicative components; necessary assessments are to be carried out by the Bidder.

a. **Identification of components and sub-components of the solution:** This includes development of various modules to be monitored and managed at the CSMC. A detailed design architecture needs to be provided for the system.

b. **Identification of instrumentation requirements:** All the services (which are planned to be integrated and monitored) need to be adequately measured and hence, the necessary instrumentations need to be done. The selected consultant needs to assess the existing measurement techniques and identify instrumentation requirements to ensure that the data is recorded in digital form. The instrumentations which are already there might not be replaced, but expected to be integrated with the pan city solution. The consultant needs to prepare detailed plan including design specifications, procurement plans, installation programmes etc. that will allow efficient execution of the instrumentations and ensure authentic data generation. Detailed discussions need to be carried out with the stakeholders in order to identify the gaps and avoid duplication of work. The consultant has to submit documentations of various technologies and upon finalization of the pilot area/ extent, technology etc. the implementation would commence. Indicative instrumentation requirements are given below.

   (i)   **Water supply:** bulk flow meters installations at the sources, inlets and outlets of the treatment plants, outlets of the master balancing reservoirs and the service reservoirs (as per requirements), integrate the pumping and other transmission operations with SCADA, metering of consumer water connections

   (ii)   **Sewerage:** SCADA integrated flow meters at the inlets and outlets of the pumping stations and treatment plants to measure the flow and pumping operations.

   (iii) **Solid waste management:** GPS mounted solid waste collection vehicles[5], RFID tagged bins for SWM services, and installations of weighbridges at the existing and proposed dumping grounds/ processing units.

   (iv)   **Transportation/mobility:** smart parking meters or equivalent, intelligent traffic signals, pelican signals, passenger information system, variable messaging system (VMS), digital advertisement boards, environmental sensors for quality monitoring

   (v)   **Safety, surveillance and energy efficient street lighting-** LED streetlights/ fixtures, CCTV cameras etc. and various systems to record the data as proposed under smart city proposal.

All the required instrumentations have to be presented along with detailed specifications, functionality, options and these will have to be verified from the stakeholders. The instruments already installed at the STP, solid waste management vehicles etc. are to be considered and adequacy and compatibility of these instruments need to be checked for further integration. The consultant shall prepare 'bill of materials' for the finalized instruments. The Consultant is expected to give budgetary

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[5] *KDMC has initiated installing GPS devices on the waste collection vehicles, hence, the consultant is expected to study the technology and propose integration accordingly.*

costs for the various components of the project. Along with IT components, non-IT support infrastructure are also to be proposed.

c. **Functional requirements and systems requirements analysis:** The consultant is expected to provide list of applications that will be required to capture data of various services. The consultant needs to provide schematics of these identified systems, provide design specifications, and package with instrumentations wherever applicable. The applications such as PLCs to record SCADA generated data, water billing system to record and maintain the water consumption details, GIS based vehicle tracking system are finally to be integrated and managed through the centralized management and control room. Along with these software, the consultant is also expected to assess requirements of license, visulalization software, enterprise management, back-up software and other security controls. The consultant needs to prepare detailed functional requirements specifications which is to be approved by KDMC/SKDCL and other relevant stakeholder.

d. **Designing system architecture and system support:** Post-identification and finalization of the components to be integrated at the CSMC, hence, the consultant is expected to propose a bespoke solution, propose a platform for integration, and prepare a detailed report including (a) integration plan, (b) platforms for the development of integrated system, (c) detailed design and architecture for the CSMC, (d) hardware and software requirements, (e) estimated data size, (f) business process guide, (g) program flow description, (h) data model description, (i) screen formats, (j) report formats.
Necessary specifications and details of the hardware components are to be given in this stage to procure necessary items adhering to the timelines.

e. **Prepare a procurement plan to design, develop and operationalise the system:** The consultant is expected to provide a detailed pan city solution implementation road map and detailed procurement plan. Other than the on-ground instruments installation (as required to capture data from various operations) the consultant needs to provide detailed requirement assessment for primary and secondary storage, core, access, switches, routers, firewall and other components required to operationalise the MIS and integrated command and control room. A detailed cost benefit analysis on the server/storage selection has to be carried out. This shall be submitted along with the detailed hardware, software and connectivity assessment, augmentation requirements and implementation phasing. Based on the analysis the Client shall decide on procurement of on-premise server or cloud server. Post finalization, the ICT consultant shall provide necessary details and specifications for the finalized server option.

f. The consultant needs to prepare the architectural design of City Services Management Centre (CSMC) premise. The Consultant is expected to formulate standard operating system (SOPs) for the CSMC, security plan and processes, disaster recovery plans etc. to ensure secured and efficient operations of the systems.

The outputs of the phase would include but not limited to
- Functional Requirement Specification (FRS)
- System Requirement Specifications (SRS)
- High level and low level designs of the system Bill of Quantities (BoQ)
- Rate Analysis
- Design of command and control centre (inclusive of layout and other drawings)
- Implementation and procurement plans.

3. **Support for the appointment of the System Integrator**

Based on the DPR prepared and assessment of requirements, the consultant will provide the scope of work and technical specifications for the selection and appointment of the master system integrator. The key activities include:

a. **Support to frame the technical specifications:** The consultant will provide all technical specifications for the appointment of master system integrator including software development to the principal consultant to ensure the compliance with the overall pan city solution architecture as envisaged in the SCP of KDMC.

b. **Other support:** The consultant will also respond to the pre-bid queries raised on the technical specifications and provide support to evaluate the technical proposals submitted by the prospective master system integrators. The consultant is expected to provide any support required by SKDCL to appoint the master system integrator within the timeframe.

4. **Supervise and monitor the implementation of the pan city solution by master system integrator**

The consultant will review and supervise the work of the Master System Integrator (MSI) post commencement of the work of MSI. The consultant shall be responsible for managing, monitoring the procurement, supply and installation of entire IT and non-IT infrastructure for the CSMC. All the applications integrated in CSMC should be hosted with high availability, stringent security features. Dedicated racks need to be designed for application, data and storage. Disaster recovery (DR) needs to be developed in other seismic zone with high security and high availability. The DC/DR set-up has to be done in accordance with the norms provided by Government of India and Government of Maharashtra. Competent authority of SKDCL/KDMC shall approve the proposed specifications and security features for installation and deployment. The DC/DR sites must have load balancing capability and no latency is expected in switching over. Latest security norms (ISO 27001 and/or other) have to be followed for setting up the facilities. DR capabilities should be periodically checked during the project execution, go-live and post go-live of the applications and CSMC. The resulting system is expected to be flexible and scalable for all modification, expansion and up gradation of any component and/or new addition.

The key activities of support phase includes:

a. **Review of deliverables of the master system integrator**: The consultant shall review the deliverables submitted by the MSI and provide their comments on the same. They shall monitor the development continuously and provide regular review updates to SKDCL.

b. **Capacity building and training**: The user acceptance testing and system tests are to be monitored and managed by the consultant. Necessary changes during and post-development are to be suggested post-discussion with KDMC, SKDCL and other stakeholders. The consultant needs to prepare a schedule of training and conduct capacity building workshops for the officials of different user profile at various locations in the corporation jurisdiction.

c. **Support for testing of deliverables**: The consultant needs to run independent system check, modules check, integration testing, and functional testing of the applications/ systems. They need to manage the user acceptance testing and support SKDCL to finalise the solutions for roll-out.

d. **Project management**: The consultant shall manage the overall project execution by the MSI and ensure time and quality compliance of the service level agreements. The consultant is envisaged to carry out independent audits and checks of the developed solution.

5 Project plan

The project is divided into two phases:

i.   Preparation of DPR for the pan city solution; and
ii.   Review and supervise the implementation of the pan city DPR by the master system integrator

Deliverable	Timeline (in weeks)[6]
Inception report and presentation	2
ICT Strategy and roadmap for pan city implementation	2
DPR for each module (this needs to contain high level systems architecture, clear identification of instrumentation requirements, functional and system requirements specifications):	
a. Urban services (water supply, sewerage, solid waste management) module	4
b. Transportation, safety & surveillance	6
c. E-governance module	10
BOQ and specification for 'transportation, safety and surveillance'	8
BOQ and specification for other components of DPR	12
Monthly progress reports on the review and supervision of pan city solution implementation including handholding support, capacity building	monthly (for 48 months) from the day of issue of work order to the master system integrator

Post appointment of the Master System Integrator, the selected consultant shall be responsible for reviewing and supervising the outputs of the System Integrator for a period of 48 months.

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[6] *The timeline is counted from the date of issue of work order*

6 Payment milestones

The fees quotes by the selected consultant will be payable as per the structure below:

Phase	Percentage of fees payable
DPR Preparation`	20%
Review and supervision of pan city solution implementation	80%

The payment milestones, timelines and the fee payable for DPR preparation phase and project management consultancy are given below:

Deliverable	Timeline (in weeks)[7]	% payment of the quoted fee for DPR preparation and
Inception report	2	1%
ICT Strategy and roadmap for pan city implementation		
Systems requirement specifications (DPR for each module along with required instrumentations):		
a. Urban services (water supply, sewerage, solid waste management) module	4	3%
b. Transportation, safety & surveillance	8	6%
c. E-governance module	10	6%
BOQ and specification for 'transportation, safety and surveillance'	8	2%
BOQ and specification for other components of DPR	12	2%
Monthly progress reports on the review and supervision of pan city solution implementation	monthly (for 48 months)	80% ; equally divided over 48 months

The review and supervisory phase is envisaged for 48 (forty eight) months from the date of commencement of work by the System Integrator.

The structure of the monthly report will be finalised in discussion with authorised representative(s) of SKDCL.

Other terms of payment are as follows:

- Payments towards each payment milestone will be released based on sign-off certificate issued by CEO, SKDCL or authorised representative and respective stakeholders, as applicable.

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[7] *The timeline is counted from the date of issue of work order*

- The payments for the support and maintenance services shall be made against submission of the approved Monthly Progress and Status Reports. The Consultant shall obtain signed document from the Nodal Officer for this Project, mentioning that the monthly reports have been submitted and that the Support and Maintenance Services provided is of acceptable quality. The invoice should be accompanied by the signed documents.
- SKDCL may engage independent auditors to audit the security and vulnerability aspects of the solution provided and also the services rendered as a part of verification towards satisfactory performance. However, there is no cost implication on the Bidder for this.

7 Annexure A – Functional requirement specification

The three major components of pan city solution includes MIS for performance measurement of the urban services, city transportation management, and a mobile application for the citizens for grievance tracking and interaction with KDMC. An outline of the modules and systems are provided in this section as was proposed in the 'Smart City Proposal' of KDMC. The consultant needs to consider this broad framework and detail out as per the Scope of Work to design the system.

The Management information system for the monitoring of urban basic services will be constituted of three modules- water supply, sewerage and solid waste management. Description of each module is provided below:

Module	Database requirements[8]	Indicative KPIs for the reporting dashboards[9]
Water supply	- Sourcing and transmitting water - Water treatment - Storage and distribution of water - Consumer/ connections database - Billing database - Water quality database - Accounting data - Complaints redressal - GIS based mapping of water supply system	- Coverage of water supply connections - Per capita water supply/ consumption - Non-revenue water - Extent of metering - Continuity of water supply - Water quality - Complaints redressal - Cost recovery - Collection efficiency of water supply related charges - Cost of production - Operating expenses
Sewerage	- Sewerage connections database - Sewerage network asset mapping and database - Pumping and treatment details - Treatment quality database - Disposal - Complaints database	- Coverage of toilets - Coverage of sewerage - Sewage collection efficiency - Adequacy of sewage treatment - Quality of sewage treatment - Extent of reuse and recycling - Complaints redressal - Cost recovery - Collection efficiency of sewerage related charges - Cost of treatment - Operating expenses
Solid waste management	- Properties and unit details - Waste collection database - Vehicle database - Waste dumping and treatment	- Door to door coverage of MSW collection - Collection efficiency - Extent of segregation

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[8] *This is an indicative list of database requirements. While designing the system architecture, the consultant shall detail out each data points/ attributes to be captured in order to make the modules functional. Creation of database with drill down and easy data retrieval facilities. The databases should be available through respective modules. The database should have flexible structure and have clear identification of static/master and transactional data. Time stamp, user identifications need to be ensured in the databases.*

[9] *This is the minimum requirement of reports generation. However, the consultant shall provide additional reports as per the analysis and feasibility. Also, the systems need to be have provisions of ad-hoc reports generation. The reports need to be generated for various administrative and service boundaries. Reporting should have provision of spatial comparison and time series analysis.*

	- Recycle and reuse - Waste segregation - Charges and accounts - Complaint redressal	- Extent of MSW recovery - Extent of scientific disposal of MSW - Complaints redressal - Cost recovery - Collection efficiency of SWM related charges - Cost of treatment - Operating expenses

The management information system for comprehensive mobility management will include intelligent traffic management system, vehicle tracking and monitoring system, passenger information system, and smart parking management. The database to be created for mobility management are described below:

Module	Database requirements[10]	Indicative KPIs for the reporting dashboards[11]
Intelligent traffic management system (ITMS)	- Road network - Junctions/ intersections - Signals database	- Level of ITS facilities - Travel speed assessment - Waiting time assessment -
Vehicle tracking and monitoring system (VTMS) for the KDMTU buses	- Fleet database - Bus stops - Vehicle movements and passenger information system - E-ticketing database	- Public transport facilities - Route assessment - Financial sustainability of KDMTU - Route optimization - Vehicle utilization
Parking management	- Parking location database - Parking metering details - Utilisation/ allocation database	- Real time parking space monitoring - Revenue generation
Safety and surveillance	- Camera database - Footage database - E-challan database on the violation of traffic rules - Vehicle registration database	- Road safety related dashboards
Energy efficient LED street lights	- Inventory of poles, wiring and fixtures - Metering and consumption database - Functionality of the lights	- Performance of LED fixture - Energy consumption - Savings in energy

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[10] *This is an indicative list of database requirements. While designing the system architecture, the consultant is expected to detail out each data points/ attributes to be captured in order to make the modules functional. Creation of database with drill down and easy data retrieval facilities. The databases should be available through respective modules. The database should have flexible structure and have clear identification of static/master and transactional data. Time stamp, user identifications need to be ensured in the databases.*

[11] *This is the minimum requirement of reports generation. However, the consultant is expected to provide additional reports as per the analysis and feasibility. Also, the systems need to be have provisions of ad-hoc reports generation. The reports need to be generated for various administrative and service boundaries. Reporting should have provision of spatial comparison and time series anlaysis.*

Improvements in the existing e-governance system includes all departments which have citizen interactions for approvals/ sanctions/ other services. The features/modules of the existing e-governance system needs to be considered in the new e-governance platform. The Bidder may choose to upgrade of the same or propose a bespoke solution on a suitable platform. The consultant needs to also assess the operations of other departments to incorporate their functions in the e-governance platform.

Other than the departments, the e-governance system needs to have file tracking system, record maintenance, provision of multi-channel call centre for complaints registrations and other modes of interaction of the citizen with the corporation (email, phone call, through portal, social media etc.). The e-governance and m-governance platforms should be integrated with various online payment provisions for the services (for example water bill, property tax, and other fees).

All the aforementioned databases and applications are to be integrated in 'City Services Management Centre (command and control centre for KDMC)'. User based access and standard operating procedure are to be adopted at the CSMC.

8 Annexure B- Formats and documents for technical proposal

List of documents to be uploaded in support of the Technical Proposal is provided below.

    i.   Registration of Company (ROC)/ Certificate of incorporation

    ii.   ISO 9001 and ISO 27001 Certification as mentioned in the Tender (as per the latest revisions)

    iii.   Certificate from Chartered Accountant (CA) for Turnover and audited balance sheets for last three financial years

    iv.   Self-certification from the bidder declaring that the bidder's organisation has not been blacklisted/ banned/ suspended be any government or semi-government organization / PSUs in India in last three years before PDD as per Annexure B.3- Anti-blacklisting declaration

    v.   PAN Card

    vi.   GST number and relevant documentation

    vii.   Covering letter for submission of Bid as per format given in Annexure B.1- Cover letter for submission

    viii.   'Power of Attorney' from the Bidder's authorized signatory in favour of person signing the bid on stamp paper as per the format given in Annexure B.2- Format of 'Power of Attorney'

    ix.   List of Past Experience, as per Annexure B.4- Past experience of the Bidder (Along with copy of work order / Agreement / Completion Certificate from appropriate authority as required by the Tender document)

    x.   Description of approach and methodology and detailed work schedule as per the format given in Annexure B.5- Approach, methodology and detailed work schedule

    xi.   Team composition, roles and responsibilities as per format given in Annexure B.6- Team composition, roles and responsibilities

    xii.   Curriculum vitae of proposed experts (key experts and on-site team) as per Annexure B.7- Format of curriculum vitae and relevant certificates.

    xiii.   Bank Guarantee

8.1   Annexure B.1- Cover letter for submission

(On Bidder's letterhead)

(Date and Reference)

To,

(Details to be filled up as mentioned in the schedule of selection process)

Sub: Submission of Bid for the appointment of ICT consultant for the preparation of DPR and providing supervision services for implementation of pan city solution under Smart City Mission

Dear Sir/Madam,

With reference to your RFP Document dated ……………, I/We, having examined all relevant documents and understood their contents, hereby submit our Proposal for selection as ICT consultant for the preparation of DPR for pan city solution under Smart City Mission. The proposal is unconditional and unqualified.

I/We acknowledge that the Client will be relying on the information provided in the Proposal and the documents accompanying the Proposal for selection of the as ICT consultant, and we certify that all information provided in the Proposal and in the Appendices is true and correct, nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals. This statement is made for the express purpose of appointment as the Consultant for the aforesaid Project.

I/We shall make available to the Client any additional information it may deem necessary or require for supplementing or authenticating the Proposal. I/We acknowledge the right of the Client to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.

I/We declare that:

(a) I/We have examined and have no reservations to the RFP Documents, including any Addendum issued by the Client;

(b) I/We do not have any conflict of interest in accordance with the RFP Document;

(c) I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the RFP document and certify that we have taken steps to ensure that in conformity with the provisions of Section 4 of the RFP, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

I/We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which would cast a doubt on our ability to undertake the Consultancy for the Project or which relates to a grave offence that outrages the moral sense of the community.

I/We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.

I/We further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors/Managers/employees.

I/We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Client [and/ or the Government of India] in connection with the selection of Consultant or in connection with the Selection Process itself in respect of the above mentioned Project.

I/We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, shall I/we have any claim or right of whatsoever nature if the Consultancy for the Project is not awarded to me/us or our proposal is not opened or rejected.

I/We agree to keep this offer valid for 120 (One Hundred and Twenty) days from the submission of the proposal as specified in the RFP.

Power of Attorney in favour of the authorised signatory to sign and submit this Proposal and documents is attached herewith in technical proposal.

I/We have studied RFP and all other documents carefully. We understand that except to the extent as expressly set forth in the Contract, we shall have no claim, right or title arising out of any documents or information provided to us by the Client or in respect of any matter arising out of or concerning or relating to the Selection Process including the award of Consultancy.

The Financial Proposal is being submitted in a separate envelope. This Technical Proposal read with the Financial Proposal shall constitute the Bid which shall be binding on us.

I/We agree and undertake to abide by all the terms and conditions of the RFP Document.

In witness thereof, I/we submit this Bid under and in accordance with the terms of the RFP Document.

Yours faithfully,

(Signature, name and designation of the authorised signatory)

(Name and seal of the Bidder)

8.2 Annexure B.2- Format of 'Power of Attorney'

Know all men by these presents, we, ... (name of Firm and address of the registered office) do hereby constitute, nominate, appoint and authorise Mr / Ms... son/daughter/wife and presently residing at ....**,** who is presently employed with us and holding the position of .... as our true and lawful attorney (hereinafter referred to as the "**Authorised Representative**") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for and selection as ICT consultant for the preparation of DPR and providing supervision support for implementation of pan city solution under Smart Cities Mission**,** proposed to be developed by the _____ SKDCL including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-bid and other conferences and providing information/ responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the Authority in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us till the entering into of the Contract with the Client.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorised Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorised Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, ... THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS .... DAY OF ...., 20**

For ....

(Signature, name, designation and address)

Witnesses:

1.

2.

The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. The Power of Attorney should be executed on a non-judicial stamp paper of Rs. 100 (fifty) and duly notarised by a notary public.

Wherever required, the Biider should submit for verification the extract of the charter documents and other documents such as a resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.

For a Power of Attorney executed and issued overseas, the document will also have to be legalised by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued. However, Bidders from countries that have signed the Hague Legislation Convention 1961 need not get their Power of Attorney legalised by the Indian Embassy if it carries a conforming Appostille certificate

8.3 Annexure B.3- Anti-blacklisting declaration

(On Rs 100/- stamp paper)

Format for Anti-blacklisting certificate

We, _____ (the names and addresses of the registered office) hereby certify and confirm that we or any of our promoter/s / director/s are not barred or non-black listing / debarring by Central/State Government/ ULB, statutory organization etc. agency from participating in Project/s, as on the date of submission.

We further confirm that we are aware that our Application for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this RFP at any stage of the Bidding Process or thereafter during the Contract period.

Dated _____

Name of the firm

(Signature, name and designation of the authorised signatory)

8.4   Annexure B.4- Past experience of the Bidder

Assignment Name:	Country:
Location within Country:	Key professional staff Provided by Your Firm/entity(profiles):
Name of Client:	No. of Staff:
Address:	No. of Staff-Months; duration of assignment:
Start Date (Month/Year): Completion Date (Month/Year):	Approx. Value of Services (Rs.M):
Name of Associated Consultants, if any:	No. of Months of Key professional staff, provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed:	
Narrative Description of Project:	
Description of Actual Services Provided by Your Staff:	

8.5   Annexure B.5- Approach, methodology and detailed work schedule

Technical Approach and Methodology- the Bidder is requested to explain understanding of the objectives of the assignment as outlined in the scope of work (SoW), the technical approach, and the methodology to be adopted for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. The Bidder is requested not to repeat/copy the TORs in here.

Work Plan- the Bidder is requested to outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports/outputs. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports)/outputs to be delivered should be included here. An indicative format is given below for the proposed work plan.

N°	Deliverables [1] (D-..)	Months											
		1	2	3	4	5	6	7	8	9	.....	n	TOTAL
D-1	Inception report												
	Data collection												
	Interim report												
D-2	{e.g., Deliverable #2:...............}												
n													

NOTE:

- List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the Client's approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.
- Duration of activities shall be indicated in a form of a bar chart.
- Include a legend, if necessary, to help read the chart

8.6   Annexure B.6- Team composition, roles and responsibilities

This section should prove particulars of the key experts and their roles in the execution of the assignment.

Sl. No.	Designation of the Key Expert	Name	Educational Qualification	Length of Professional Experience
1				
2				
3				
4				

8.7   Annexure B.7- Format of curriculum vitae

1	Proposed Position	:			
2	Name of Staff	:			
3	Name of Firm	:			
4	Date of Birth	:		Nationality	
5	Years of Experience	:			
6	Key Qualifications	:			
7	Education	:			
8	Trainings	:			
9	Languages Known	:			
10	Presentations; Paper Submitted	:			
11	Countries of Work Experience	:			
12	Employment Record				
	From: Employer: Position Held:				
	From: Employer: Position Held:				
12	Awards & Achievements	:			
13	Detailed Tasks Assigned	Work Undertaken which Best Illustrates Capabilities for Similar Projects			

	Assigned task	Name of assignment or project: *{Insert the name of the assignment}* (Refer to assignment or project shown under Firm's experience, if applicable) Year: Location: Client: Positions held: Main project features: Activities performed: Name of assignment or project: *{Insert the name of the assignment}* (Refer to assignment or project shown under Firm's experience, if applicable) Year: Location: Client: Positions held: Main project features: Activities performed:
	Assigned task	Name of assignment or project: *{Insert the name of the assignment}* Year: Location: Client: Positions held: Main project features: Activities performed:

9 Annexure C: Financial Proposal

List of documents to be uploaded in support of the Financial Proposal is provided below.

1. Should contain Financial Proposal (as prescribed under Annexure C: Financial Proposal) giving all relevant price information (in INR only).
2. Format for Financial Proposal: The Financial Proposal must not contradict the technical offer in any way. The suggested format for submission of financial offer is as follows:
    a. Covering letter as per Annexure C.1 – Cover letter for submission of financial proposal
    b. Financial Proposal (as per Financial Proposal Format) should be in Indian currency only and to be submitted as per Annexure C.2- Format of financial proposal submission. The Financial Proposal shall be inclusive of all applicable taxes.

9.1   Annexure C.1 – Cover letter for submission of financial proposal

Financial proposal submission form

{Location, Date}

(On Bidder's letterhead)

(Date and Reference)

To,

(Details to be filled up as mentioned in the schedule of selection process)

Sub: Submission of Financial Proposal for the appointment of ICT consultant for the preparation of DPR and providing supervision services for implementation of pan city solution under Smart City Mission

Dear Sir,

I/We, ... (Bidder's name) herewith enclose the Financial Proposal for the appointment of ICTconsultant for the preparation of DPR for pan city solution under Smart Cities Mission

I/We agree that this offer shall remain valid for a period of 120 (one hundred and twenty) days from the Proposal Due Date or such further period as may be mutually agreed upon.

Yours faithfully,

(Signature, name and designation of the authorised signatory)

9.2   Annexure C.2- Format of financial proposal submission

Sl. No.	Particulars	Amount in INR (in figures)	Amount in INR (in words)
1	Total Remuneration (Including of all taxes and other liabilities)		

Authorised signatory: …………………………..

Name:

Designation:

Name of the Firm:

Address: